



Dear Candidate,

Thank you for expressing an interest in the post of Premises Manager at Clapton Girls' Academy. I would like to tell you a little more about us and the kind of person we are looking for.

We are looking for:

- A self-starter with a 'can do' approach.
- A hard worker and an effective communicator.
- The ability to lead a team effectively.
- Experience of working in a similar role, ideally in a school or college environment.
- The ability to prioritise workloads and work to given deadlines.
- DIY, security, health and safety, building maintenance knowledge and skills.

We are an outstanding 11-19 academy. We prioritise high quality learning and teaching to ensure successful student achievement. We provide a warm and welcoming learning environment with a strong team of committed teachers and support staff.

If successful, you will play a key role in the success of the academy by ensuring the site is safe, secure and welcoming for staff, students and visitors. You will lead the Premises team and will report daily to the academy business leader.

If you do decide to apply, it will be essential that you demonstrate how your knowledge, skills and experience could be applied to this role. If you would like to find out more about the role and the academy, please book in a time to come in for a tour. Please contact Jan Wolfram, Head of HR on 020 8985 6641 ext 259 or email

[recruitment@clapton.hackney.sch.uk](mailto:recruitment@clapton.hackney.sch.uk)

Thank you once again for showing an interest in this post.

Yours faithfully,

Anna Feltham  
**Headteacher**

**Please note the closing date for applications for this post is Wednesday 29<sup>th</sup> January 2020 by 9am or first post.**