



Dawn House
School



Premises Manager

Permanent, Full-Time post (40 hours per week), split shifts and flexible working considered
Annual Salary (FTE): c.£25,000 per annum (salary depending on experience)
Working 52 weeks per annum, 25 days annual leave, plus bank holidays
I CAN Centre with Dawn House School, Rainworth, Nottinghamshire

I CAN's Dawn House School is a non-maintained residential specialist school for approximately 80 children and young people between the ages of 5 to 19 years who have severe and complex speech language and communication difficulties and/or Asperger's Syndrome. I CAN consists of two special schools, Meath and Dawn House; a social enterprise that develops and distributes a wide range of materials, training packages and interventions across the nation and the I CAN Help portfolio which provides information and advice to parents, carers and practitioners.

We are looking for an experienced Premises Manager to provide leadership and management of the school's premises and cleaning functions. As Premises Manager, you will provide site development and management for the centre and ensure that the premises are cleaned, maintained and compliant to the approved specifications. You will have overall responsibility for site security and with the Health and Safety manager, ensuring that the organisation provides a very safe environment for all users. You will also provide sustainable and cost effective planning to optimise energy and maintenance costs. You will work closely with the school business manager and health and safety manager. Evening lock ups will be required.

If you are energetic, creative, flexible and have a positive work ethic, then this role may be just what you are looking for. The successful candidate will thrive in their work which will in turn make a critical contribution to our staff and also our pupils.

You will receive a comprehensive induction programme, excellent training, and support from your colleagues across the school's senior management team.

To apply and for full information on the position, please download an application pack from www.ican.org.uk/working-for-us and email your application to jobs@ican.org.uk by the deadline.

For an informal discussion about the role please contact Julie Huddlestone on 01623 795 361.

Closing date: 9am, 5 February 2019

Interviews: w/c 11 February 2019

I CAN is the children's communication charity. We are experts in helping children develop the speech, language and communication skills they need to thrive in a 21st century world.

I CAN is committed to equality of opportunity in employment and the safeguarding and welfare of children. We carry out the appropriate vetting and verifications on all staff and this post is subject to an enhanced DBS check.

Registered Charity Number 210031; Scotland Charity Number SC039947