



## **DEPUTY ESTATES MANAGER – TEMPORARY**

Grade H Point 14 - 20: £29,540 - £32,597  
(£15.31 - £16.90 per hour)

**37 hours per week / 52 weeks per year**  
**(Salary negotiable dependent on experience)**

We are seeking to appoint a highly skilled, ambitious and self-motivated candidate to undertake a senior role in our School as Deputy Estates Manager. This role is temporary, to cover the long-term absence of the Estates Manager but there is potential for it to become permanent.

The successful candidate will be organised and resilient and will relish the opportunity to make a significant contribution to our compliance tracking. The role will require the individual to manage planned and reactive maintenance activity as well as contribute to the rolling asset management plan. The ability to problem solve, manage multiple projects and work independently whilst supporting the overall goals of the school is a key part of the role.

We are looking for someone who:

- Is a team player
- A good communicator
- Has a professional manner
- Will take pride in the appearance and condition of our school, both internally and externally
- Experienced and knowledgeable about health and safety regulations and procedures
- Has experience leading and managing both in-house staff and contractors in a front facing customer environment

In turn, the successful candidate will find a working environment that is positive, purposeful and supportive, with a strong team of staff who are highly committed to supporting student achievement by ensuring the environment for staff and students is purposeful.

This is a temporary post, with the hours of work being 8.30 am – 4.30 pm Monday to Thursday, and 8.30 am – 4.00 pm on a Friday (including an unpaid 30-minute break). There will be occasions where out of hours work will arise (mostly in the case of emergencies) and the post-holder will be expected to attend.

For an application form and further details, please contact Ms Ridley, Principal's PA, on 01536 720310 or email [vacancies@latimer.org.uk](mailto:vacancies@latimer.org.uk). Alternatively, please visit the vacancies page on our website [www.latimer.org.uk](http://www.latimer.org.uk).

Please note we do not accept CVs as part of our application process.

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.*

*The Latimer Arts College values the diversity of our workforce and welcomes applications from all sectors of the community.*

**Closing date for applications: 3.00 pm on Wednesday 10<sup>th</sup> December 2025**

**Interview Date: w/c 15<sup>th</sup> December 2025**