

**INTERNAL VACANCY ANNOUNCEMENT – PROPERTY MANAGER POSITION**

<b>Title:</b> Property Manager	<b>Department :</b> Administration
<b>Reporting to:</b> Administrator	<b>Duty Station:</b> Administration Office
<b>Date of Issue :</b> 14 <sup>th</sup> September 2021	<b>Deadline Date:</b> Friday, 8 <sup>th</sup> October 2021
<b>Liaising with:</b> Heads of Section, Heads of Departments, Teaching Staff, Administration and Support Staff.	
<b>Job Summary:</b> Premier Academy is a leading British Curriculum School with a strong reputation for academic strength and all round excellence in nurturing model citizens of the world. We are seeking an experienced and reliable Property Manager to oversee operations at the Academy. The Job holder will ensure that the maintenance and repair requests are reported promptly and provide regular status reports on the conditions of the Academy property and any other issues that arise.	

**Duties and Key Responsibilities:**

- Provide property and maintenance services in the school and supervising property staff and contractors at site.
- Ensure the school buildings and the surrounding sites are clear of litter and cleaned all the times.
- Supervising and managing all the supervisors and their leave management.
- Ensure a safe and attractive school environment.
- Maintain facilities, equipment and services needed throughout the Academy.
- Ensure all the legal licenses and necessary from the contractors.
- Ensure that the school environment meets and maintains required Health & Safety standard.
- Provide supervision of and direct tasks to the grounds man and to other support staff.
- Carry out all the required repairs and purchases for all repairs and maintenance in liaison with the Administrator.
- Oversee and adjust as required, a preventative maintenance program covering all aspects of property and maintenance.
- Establish and maintain pedestrian ways, service roads and other traffic areas around the school.
- Prepare summary reports and make recommendations to the Management and Administrator in respect to property and maintenance matters.

**Person Specification:****Essential Qualification and Experience:**

- Diploma in Technology (Building Construction). Working knowledge in property management and Health & Safety experience will be an added advantage.
- Experience: A minimum of 3 years' experience in a similar position.
- Must be a committed individual who is passionate to work with colleagues.
- Ability to multitask and have good command of English Language.
- Proficient in Microsoft Office programs, such as Word and Excel.

**Preferred Skills and Knowledge:**

- Good working knowledge of building and building maintenance
- A team player who demonstrates patience, flexibility and honesty
- A self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines

**Application Process:** If you are qualified and motivated to work in a school with an international curriculum, we would like to hear from you. Kindly submit your application through our school website portal: <http://www.premier-sri.ac.ke/vacancies/> not later than Friday, 8<sup>th</sup> October 2021.

Narendra Patel (Administrator) : Signature: \_\_\_\_\_

Date: 22/09/21

Chinmoy Banerjee (CEO) : Signature: \_\_\_\_\_

Date: 24/09/2021