

JOB VACANCY

PREMISES MANAGER

Chapel St Leonards Village Hall

Registered Charity No. 521909

RATE	HOURS	STATUS
£15.00 per hour	Min 22 hrs / 7 days	Self-Employed

KEY RESPONSIBILITIES

- Oversee daily opening, closing and general operation of the hall.
- Keep building, grounds, and facilities clean, safe, and well-maintained.
- Arrange and oversee repairs, maintenance, and contractor works.
- Maintain health & safety compliance, risk assessments, and safety records.
- Manage bookings, access, keys, and security procedures.
- Monitor utilities and oversee basic admin and supplier communications.

REQUIREMENTS

- Experience in premises, facilities, or similar management role
- Good knowledge of health & safety and building maintenance standards.
- Practical, initiative-taking, and able to work independently.
- Strong organisation and communication skills
- Own transport desirable
- Local resident of Chapel St Leonards or surrounding area preferred.

LOCATION	CLOSING DATE
Sea Road, Chapel St Leonards, Skegness, PE24 5SA	Midnight, Monday 05 October 2026

HOW TO APPLY

For a full job description and application form, please contact:

Email: vicechair@cslvillagehall.co.uk

Tel: **07811 040287**