

# **Dent Grammar School Educational Foundation**

*Registered Charity No 1012330*

## **Dent Grammar School Educational Foundation**

*Registered Charity No 1012330*

### **Property Manager**

for the Dent Grammar School Educational Foundation

The DGSEF is a local charity based in Dent with 3 properties to care for:  
2 flats in the original Grammar School building and  
1 family dwelling in the Grammar School House.

The main aims of the charity are to give grants to local students under the age of 25 and following the resignation of the current Manager, for whose dedicated service over recent years the Trustees are most grateful, we are looking for a person to continue supporting the Trustees in their role of managing the charity's properties.

The post requires a few hours per week, depending on requirements of the properties, and carries an honorarium of £250 per annum, paid in March and September.

If you are interested in such a part time post and would like further details and a Job Description, please contact the Clerk at [dgsef1@yahoo.co.uk](mailto:dgsef1@yahoo.co.uk)

# Dent Grammar School Educational Foundation

*Registered Charity No 1012330*

## Property Manager for the Dent Grammar School Educational Foundation

### Job Description

- To advertise each property as and when it is available for rent – including on local noticeboards and in local press.
- Be the main contact between the tenants and the Governors.
- To allow prospective tenants to view the properties and answer any questions they may have.
- To seek references for potential tenants and ensure that they are in place before any tenancy is offered.
- To deal with utility companies to ensure the foundation only pays for utilities it has used. Including taking meter readings at the start and end of any tenancy and reporting these to the appropriate utility company.
- To take an inventory of all fixtures fittings and condition of property at the start of any tenancy and to ensure that the property is in the same condition at the end of the tenancy.
- To notify Graham Dalton of the names and addresses of any new tenants so that he may draw up tenancy agreements.
- To ensure that a one month deposit and one month's rent is received in advance of a tenancy starting.
- To ensure that the deposit is lodged with the Deposit Protection Service.
- To ensure that a Standing Order Mandate is given to the new tenant (preferably signed when handing over the keys).
- To deal with any problems tenants may have during the tenancy. This will include contacting local tradesmen to ensure a swift resolution to any problems.
- To arrange minor routine repairs and maintenance.
- Arrangement of PAT (Electrical appliance) testing and energy performance certificates
- To provide a written report to the trustees at each quarterly meeting. This will detail any work, which has been done or is required and any potential future problems.
- To have custody of all spare keys for the properties.
- To deal with any rent problems, arrears etc.
- To make annual inspections of all properties to ensure their upkeep.