

Assistant Premises Manager for an Education Trust



Required for from 1st September 2020

Salary Grade 5/6 SP 11-20 (from £24030-£28215)

Contract Full Time 36 hours pw

Based at Wallington County Grammar School

Varied responsibilities with scope for career development

A new opening has arisen for an organised, practical and dedicated assistant premises manager interested in leading a small team of estates staff, overseeing and managing the facilities of an established school with a mix of newly built and well-maintained, traditional buildings, a sports complex and extensive grounds in Wallington, South London.

The responsibilities will include: Security; Caretaking; General Maintenance; supervision of Cleaning; generally pre-empting issues and dealing responsibly with challenges as they arise on the site. Ensuring efficient deployment of staff and economies of scale will be an integral part of the developing role. The role requires practical, administrative and IT skills, with the ability to work well with a team.

All our school sites need to be maintained as a safe and pleasant working environments that encourage young people to learn and have a pride in their school. Further details of the duties are listed in the Job Description in the Candidate Pack available for download on <http://www.folio-education.co.uk/Current-Employment-Opportunities>

The MAT comprises an established, outstanding boys' grammar with mixed sixth form, a primary school, a junior school and a brand new secondary phase, comprehensive free school, Coombe Wood School: the last opened in 2018 and for which the building of a state-of-the-art £35M building project and sports complex, with completion in late 2020.

Application Procedure

Please download the candidate pack and application form or visit

<http://www.folio-education.co.uk/Current-Employment-Opportunities>

For enquiries, please contact Amanda Tutt on atutt.319@wcgs.foliotrust.uk

Please email your completed applications to psimpson@foliotrust.uk in compliance with safer recruitment guidelines CVs will not be accepted.

Closing Date: 9am Wednesday 12th August

Interviews: Week 17th August

Safeguarding

Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.

The Candidate Privacy Notice ("Privacy Notice") is published on our web site

<http://www.folio-education.co.uk/Current-Employment-Opportunities>

Equal Opportunities

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

