

The Role:

Area Building & Facilities Manager

Salary of up to £50,000 (depending on experience)

Hours: 40 hours a week

Location: Harrow Schools

This is an exceptional opportunity to have responsibility for the building and premises across our 3 schools in Harrow, whilst also providing support and expertise to our other schools within the Trust.

You will lead and co-ordinate all building and premises related functions across our North West London Schools and ensure appropriate deployment of site keepers and grounds staff across these schools, whilst also monitoring the quality of contractors. You will also ensure that all our buildings are compliant and operating within the applicable regulations.

For this role you will require a sound knowledge of Health & safety procedures and precautions and be fully or partly IOSH qualified and have a clear understanding of contract compliance. You will also need good knowledge of Facilities Management services and be proficient in the use of ICT, combined with experience of contract management. Experience in project managing major capital builds and providing detailed specifications for tenders is also essential.

If you have the above experience and more, then we need **YOU!**

Applying

- Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
- Avanti Services Limited is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.



- We welcome applications from both men and women of all ages from any background and from candidates with disabilities.
- The closing date for receipt of applications is **Friday 20th July 2018 at midday**.
- Application forms can be downloaded at www.avanti.org.uk/careers and must be submitted by the closing date above to careers@avanti.org.uk once fully completed. The successful candidate will be required to sign the application declaration on appointment.
- Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.