



Job Advert

Job Title:	Estates Coordinator
Location:	Trust HQ in Stanmore
Reports To:	Operations Director
Contract Type:	Full-time, Permanent
Salary:	£25,000 - £30,000 depending on experience (Grade 5 – 6)

To help us on our journey we are looking for an Estates Coordinator to join our team.

Avanti Services Limited supports the Avanti Schools Trust which is a fast-growing Multi Academy Trust currently running five schools based in London, two in the midlands and three in the South West of England. We also have three further schools approved for opening. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development and spiritual insight. This role will be based in the Trust Head Office with occasional nationwide travel and will be supporting the Operations Director.

As our Estates Coordinator you will/be:

- Supporting the senior leadership in the operational requirements of the Trust inclusive of Real Estate / Premises, Health & Safety, Security, Procurement and Facilities Management ensuring that the Trust delivers compliant services to operational excellence standards.
- The point of contact for the premises teams, local schools site premises teams, assisting in the day to day functioning of all schools utilities and estates matters across the Trust. Assisting the Operations Director and the Estates Senior Manager.
- Play a supporting role in developing the future operational requirements of the Trust, ensuring operational business planning meets the need of the strategic Trust expansion plans and that investment and expenditure is proven value for money leveraging economies of scale across the Trust.

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.

This is a rolling advert and applications received will be reviewed and considered on a weekly basis until such time as an appointment is made.

Application should be by submission of a completed application form. This should be submitted to careers@avanti.org.uk

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.