

Avanti Meadows School, Bishop's Stortford

Job Title: Estates and Premises Manager
Salary Scale: £23,824 per annum (Grade 5 Point 13)
Position: Full-time approx. 40 hours per week, all-year round
Work timings: Split shift (6.30-10.30am and 2.30-6pm)
Start date: 13th July 2021
Location: Farnham Road, Bishop's Stortford, CM23 1FQ

Description

This is an exceptional opportunity to join Avanti Meadows School.

Are you practical, can you turn your hand to most things, good at solving problems, able to use your own initiative, have good people skills, have high standards for health and safety and a clean and organised environment?

Are you a can-do person who is reliable, hardworking, patient, well organised, self-motivated, takes pride in their work, and has a sense of humour?

Then we need **YOU!**

We need an exceptional person as our Estates and Premises Manager to join our team at Avanti Meadows School who will support the Principal and Senior Estates Manager to ensure the site and premises are safe, secure and well organised so that our children have the very best learning environment. Avanti Meadows is a growing school, open to only four classes in the first year.

This is a unique opportunity to help develop the school, which will be shaped by three key elements for both students and staff:

- *Educational excellence*
- *Character formation*
- *Spiritual insight*

Avanti Meadows is a part of the growing family of Avanti schools. Staff and students at Avanti Meadows do not originate from any specific faith background; applications are welcome from practitioners of any faith and from those of none. They will, however, be expected to be in full sympathy with the unique ethos and vision of the school.

Your day will consist of the following tasks:

- Carry out operational activities 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.
- To provide an onsite presence and carry out the duties required to support team in the delivery of Services to the Avanti Schools.
- 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 Schools Trust 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.

Closing Date: Monday, 5th July 2021 at 12 noon

Interview Date: Week commencing Monday, 5th July 2021

- Application forms 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.