

Estates and Facilities Officer

We are seeking to recruit a permanent Estates and Facilities Officer to work full time at John Fernelley College, working 37 hours per week, all year round. The working hours during the school term time will be Monday – Friday, 4:00pm – 10:00pm and the working hours during the school holidays and weekends will be between 8:00am – 10:00pm.

This role is reporting into the Lead Estates Manager and Strategy Implementation Manager, and you will be responsible for the following areas:

- School lettings out of hours
- Generating a profitable income for the school, and maximising commercial use of the school's facilities
- Estate's maintenance support for all hire facilities, primarily 3G pitch up-keep

Under the direction of the Strategy Implementation Manager, the successful candidate will carry out lettings (out of school hours), ensuring they are appropriately serviced in accordance with the school's hire term and conditions. You will be responsible for the opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building.

This role is also required to support the premises team where necessary with the ability to respond flexibly to changing priorities across the college.

A current sporting / facilities management qualification and a First Aid certificate is desirable but not essential, as training will be provided. It is essential that you have GCSE English and Maths at Grade C or above, or equivalent. Most importantly, you will have great people skills and have an interest in sporting activities.

The nature of the work will involve the jobholder carrying out work outside of normal working hours.

The successful candidate will have excellent customer service and communication skills with the ability to communicate at all levels, both written and verbal. You will have excellent problem-solving skills and be able to work both on your own initiative and as part of a team. You will also have the ability to manage your time effectively and have a flexible approach and have a strong understanding of the health and safety requirements.

About the Mowbray Education Trust

The Mowbray Education Trust (MET) is a multi-academy trust currently educating around 2,500 children from the age of 2 to 16 in the town of Melton Mowbray and surrounding villages in the Borough of Melton. The MET currently has one secondary school, five primary schools and one pre-school; with potential numerical and geographical growth in the future.

Melton Mowbray is a rural market town in Leicestershire which is easily commutable from Grantham, Leicester, Loughborough, Nottingham and Oakham.

Further information

The remuneration package includes a competitive salary, contributory public-sector pension scheme and a generous annual leave entitlement:

- Actual Salary £25,483 - £27,665 per annum (£13.20 - £14.33 per hour)
- Local Government Pension Scheme membership
- 31 days' annual leave per year including public holidays

Application deadline - midnight on Friday 8th October 2021

Interviews - w/c 11th October 2021

Start date - as soon as possible

For an informal chat please contact Camilla Bradley on: cbradley@johnferneley.org

For more information about our Trust and schools and to apply for this role, please visit our website at: www.mowbrayeducation.org and www.johnferneley.org/

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check - this includes a 6 month probationary period.