



St Andrew the Apostle



Greek Orthodox School

Assistant Facilities Manager

Permanent position

Start date: As soon as possible

Full-time (37 hours per week/full year)

Pay Scale Range: NJC Outer London scale point 15 (£29,214) to 22 (£32,805) plus local government pension plus 25-27 days annual leave. Scale point on appointment will be dependent on experience.

Deadline for Applications: 9am on Monday 12 December 2022

Shortlisting and Interviews: may take place earlier than the application deadline, depending on the volume and calibre of applications received, early application is advised.

St Andrew the Apostle School is currently recruiting for an Assistant Facilities Manager to support the efficient running of the school's site. The postholder will support the school's Facilities Manager on planned and preventative maintenance, site compliance including health and safety, and site related contractor management such as cleaning services.

We are seeking a candidate who is committed team-player who is able to support the efficient running of the school's site by being hands-on, flexible, organised and pro-active.

This is an exciting role for an experienced and knowledgeable assistant facilities manager to join our successful school, that is sponsored by Russell Education Trust. The successful candidate will benefit from support from the Trust.

St Andrew the Apostle Greek Orthodox School opened in September 2013 as the first Greek Orthodox secondary school in the country. It was developed from the beliefs, vision and commitment of a wide group of parents, teachers, business people and intellectuals in the Greek Orthodox community and the Church itself.

Applications are welcome from those of all faiths and other belief backgrounds, and this is reflected in our current staff composition.

Our policies, procedures and practices reflect our commitment to equality and diversity. Individuals will be selected for appointment based purely on their suitability for the post, irrespective of gender, race, sexuality, or other protected characteristic or any pre-existing connection to the school, its Governors or Trust.

Further information and How to Apply: Please see the **Job Description & Person Specification** associated with this vacancy. Please also see **Application and Recruitment Process – Key Information** and **Introduction to St Andrew the Apostle and Russell Education Trust** in the Vacancies area of our website:

<https://www.standrewtheapostle.org.uk/vacancies>. If you are confident that you can rise to the challenge of this role, we very much look forward to receiving your application.

We are completely committed to safeguarding the welfare of our students. Those who work for us are expected to share this commitment, which will be fully tested as part of the selection process. All offer of employment will be subject to satisfactory references and the individual undergoing an enhanced barred list check.