

Heston Community School



Job Title: Premises and Facilities Assistant Manager

Salary: Grade SC5 - Point 22 - 25 [£22,956 - £24,999]
Shift Allowance (£2,379.36)

Hours: 36 hours per week – shift pattern is currently under review

Shift 1: 05:00 to 13:00 [Monday to Friday with one additional hour on Monday]

Shift 2: 08:00 to 16:00 [Monday to Friday with one additional hour on Thursday]

Shift 3: 14:00 to 22:00 [Monday to Friday with one additional hour on Tuesday]

Includes some Saturdays & Sundays

Location: Heston Community School

Start Date: ASAP

Summary of Details:

The School is looking to appoint a permanent Premises and Facilities Assistant Manager to join our large site team to help lead and compliment the work of the highly efficient School Site Team.

The successful candidate will possess excellent organisational, administrative, communication and IT skills; to provide a professional, comprehensive and high quality Premises and Facilities Management service to Heston Community School.

Heston Community School is a successful, vibrant, happy and oversubscribed school where 'students behave well and the vast majority are keen learners' [Ofsted, 2016]. We place great store on staff development, at all levels, with an extensive programme of professional development which offers a whole range of opportunities for colleagues to develop their potential within and beyond Heston.

We believe that schools 'can' and 'do' make a difference and change lives and that the most important resource in any school is its staff.

Please visit our website www.hestoncommunityschool.co.uk or email Sonia Dosanjh (sdosanjh@hestoncs.org) for an application pack.

Closing Date: Friday 16 November 2018

Interview Date: W/C Monday 19 November 2018

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.