

## APPENDIX 1

# SCHOOLS HUMAN RESOURCES SERVICE

## REQUEST FOR SCHOOLS VACANCY ADVERTISEMENT

### ADVERT TEMPLATE AND CHECKLIST

This form must be completed in full and sent by email to [schools.adverts@walthamforest.gov.uk](mailto:schools.adverts@walthamforest.gov.uk)

All requests for advertisements received by **midday on the Friday** will appear on the website by **Monday evening** and will be displayed in the job list published on the **Tuesday**.

Details Required for Placing of Advert	
Job title	Premises Manager
Position type	Teacher <input type="checkbox"/> Head Teacher <input type="checkbox"/> Support Staff <input checked="" type="checkbox"/>
Number of positions available	1
Name of School	Holy Family Catholic School
Address/Location of School: (including post code)	1 Shernhall Street, Walthamstow, London E17 3EA
Contract type (eg perm, temp, fixed term contract etc)	Permanent
Grade/pay range	28 - 32
Salary details (annual)	£34,209 - £37,722
Actual pro rata salary if part-time	
Allowances (eg SEN, TLR – with amount)	
Working hours	36
Working pattern (eg FT, PT, TTO)	FT
Email address or postal address for return of applications	<a href="mailto:FSrecruitment@strictlyeducation.co.uk">FSrecruitment@strictlyeducation.co.uk</a>
Closing date	11 <sup>th</sup> June 2021
Interview date	
Please Attach in Word Format	
Job Description & Person Specification	Please attach
Any additional Information	Please attach
Please provide if required	
Web links to any further information	<a href="http://www.holyfamily.waltham.sch.uk">www.holyfamily.waltham.sch.uk</a>

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Any other information required	
Advert to be placed in <b>TES</b>	NO (delete as appropriate)  (If yes a member of the HRTT team will contact you shortly)

## HOLY FAMILY CATHOLIC SCHOOL & SIXTH FORM Shernhall Street, Walthamstow, London E17 3EA

[www.holyfamily.waltham.sch.uk](http://www.holyfamily.waltham.sch.uk)

### PREMISES MANAGER

(Outer London) (points 28 – 32) - salary £34,209 - £37,722

Holy Family Catholic School and Sixth Form, based in Walthamstow London, is currently looking to appoint an experienced, enthusiastic diligent and dedicated Premises Manager.

#### Your opportunity

Holy Family is a popular mixed secondary school with around 1220 students aged between 11 and 19, split over two sites located approximately 10 minutes apart.

We have a warm, welcoming approach with dedicated and friendly staff who take pride in upholding the school's values. The successful candidate will join us as a **flexible**, resourceful, hardworking Premises Manager, key aspects of the role are:

1. To have overall responsibility for the whole school, **across 2** sites, in terms of maintenance, security and facilities management.
2. To manage, develop and support the Caretaking and Cleaning team to ensure high standards to contribute to the aims and values of the school.
3. To lead on all Health and Safety related activities and ensure compliance with legislation and risk assessment procedures
4. To be responsible for the security of the site and all building both in term time and the school holidays **and to cover out of hours call outs**

The working hours for this role will **vary between the core hours of 6.00am-7.00pm and split shifts may be required at times.**

#### What we are looking for

We are looking for an enthusiastic, committed and able individual who will take pride in ensuring the school is managed to a high standard and compliant with all relevant legislation. The successful candidate will possess:

- Relevant qualifications and experience
- Detailed knowledge of Health and Safety legislation and requirements
- A proactive nature
- **Demonstrable experience of compliance management**

Please download the job pack for a full job description and person specification.

#### Next Steps

Please download the Job Pack for full details on the job responsibilities and person

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specification. You will need this when completing your online application.

If you have any questions about this opportunity, please contact us via e-mail, or call to arrange a conversation.

### **Safeguarding Notice**

Holy Family is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced DBS check and references

For more information and to request an application pack please email:

[FSrecruitment@strictlyeducation.co.uk](mailto:FSrecruitment@strictlyeducation.co.uk)