

### Facilities and Health & Safety Co-ordinator

Ackworth School, a co-educational boarding and day school, was founded in 1779 by the Religious Society of Friends (Quakers). It maintains its ethos and traditions and is still governed by the Society although only a small number of pupils and staff are from the Quaker tradition. The school is academically selective and provides an excellent range of facilities and extra-curricular opportunities. The school is a member of both HMC and Society of Heads.

We are recruiting for a Facilities and Health & Safety co-ordinator following a re-structure and retirement in our maintenance and facilities departments. This is a newly created role that will have overall responsibility for the in-house domestic staff who are responsible for the laundry and cleaning of the whole site. The job holder will also support the maintenance team by tracking and maintaining a schedule of mandatory checks and alerting the necessary staff.

The key aspects of the role are as follows:

- To provide a safe working environment for everyone by ensuring compliance in necessary checks and promoting safe working practices throughout.
- To ensure the school constantly presents itself as a clean and pleasant working environment.
- Monitor all major works within the school by maintaining an accurate log that enables the maintenance teams to plan works and creates visibility around budgets whilst ensuring value for money through effective procurement

Applicants should ideally have a minimum of 3 years' experience in a similar facilities related role, ideally in a similar environment together with at least 2 years' experience in a supervisory or managerial role. There may be a degree of physical work involved and the job holder may be required to operate machinery. There may be an expectation from time to time to work weekends but this is not anticipated to be a regular occurrence but candidates must be aware that we operate 24/7.

A job description and further information about working for us at Ackworth School is available from the School website. Candidates can complete an application form available to download from the website or submit a CV with a covering letter of no more than one side of A4.

Closing date: Monday 18th March 2019 - midday

Interviews: w/c 25th March 2019

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Applicants should also be in sympathy with the Quaker Ethos. The successful applicant will be expected to undergo child protection screening appropriate to the post, including the completion of an enhanced DBS disclosure and reference checks with former employers.

Job Type: Full-time

Salary: £21,820.00 to £24,018.00 /year