

Tonbridge Grammar School

Deputy Facilities & Estates Manager

Full-time (all year round)

Salary £26,083 to £28,769 per annum

28 days holiday including Bank Holidays

Local Government Pension Scheme – 21% employer contribution

We are seeking a reliable, hard-working, team player to support the Facilities and Estates Manager in the efficient and effective management of the School Facilities and Estate; deputising for the Manager as required.

Key responsibilities include:

- To manage and work as part of the team responsible for the day to day running of the School. Including safety, security, cleanliness and general maintenance of the site.
- To support the generation of additional income for the School through preparation and oversight of external lettings.
- To manage the Estates team including staff rotas and daily tasks for most effective deployment.
- To ensure Health and Safety Compliance and that mandatory building and plant checks are conducted and recorded. (COSHH/Water Hygiene/Asbestos Management/Gas Safety Checks etc.)

The successful candidate will be offered an annualised hours contract, consisting of 37 core hours per week across a 5-day shift pattern (Monday to Saturday), including early morning (7am) and evening shifts. Duty times will vary according the rota, but will include some early starts, evening work and some Saturdays.

Please send completed application forms to: personnel@tgs.kent.sch.uk

Deadline for applications: Midday Thursday 27th January 2022

Interviews: Week commencing 31st January 2022

Tonbridge Grammar School is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced DBS check. We reserve the right to interview before the closing date.