



FACILITIES COORDINATOR

Permanent, Full Time

Required for June 2024 or earlier

Actual salary: £28,000 - £32,000 per annum depending on qualifications and experience

This is an exciting opportunity for a Facilities Coordinator to join the Facilities Department at James Allen's Girls' School.

The Facilities Department at JAGS has three teams, each led by a team leader. The Security Team (three officers and a manager) patrol the estate, monitor CCTV, escort visitors and contractors and carry out other services to keep our staff and student body safe whilst at school. The Maintenance Team (two assistants and a manager) carry out reactive and planned maintenance tasks to keep the School's buildings operational and ensure a safe and comfortable studying and working environment. The School Keeping Team (five School Keepers and a Manager) lock and unlock the School buildings, processes deliveries to the school, set up for events, and are on hand to assist staff and external hires.

The Facilities Coordinator plays an integral role within the department, providing support and assistance to the Head of Facilities & Estates, Head of Security, Maintenance Manager and School Keeper Manager to ensure the smooth provision of soft and hard FM services across the School's estate. The postholder is responsible for managing the Facilities helpdesk, triaging all incoming requests and allocating appropriate resources in a timely fashion. They are the first point of contact within the Facilities Department for staff and contractors, monitoring the helpdesk mailbox and phone line. They actively manage the School's CAFM system, ensuring that all planned and reactive work orders are being progressed in a timely fashion by the relevant in-house team or external contractor.

We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18. Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusion in the workplace.

Our school aims, both in and out of the classroom, are clear:

- **To celebrate** our diverse and inclusive community
- **To champion** social awareness and sustainability
- **To empower** courage, creativity and compassion in each student
- **To inspire** aspirational and authentic lifelong learners and leaders
- **To nurture** respectful, resilient and kind individuals

If this matches your vision, then this is the perfect opportunity for you.

How to apply

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of Facilities & Estates, Mike Burden (mike.burden@jags.org.uk) will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies to download a JAGS application form and candidate pack. Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or telephone the Recruitment team on 020 8693 1181.

Closing Date: Midday on Monday 22 April 2024

Interview Date: Monday 29 April 2024

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.