



Washwood Heath
Multi Academy Trust

Estates and Facilities Co-ordinator

GR3 - £20,903 - £27,041 pro rata (SCP 9 – 22) Term time + 2 weeks

Required as soon as possible

**Are you ambitious and want to make a difference for young people?
Are thoroughness, accuracy, consistency and simplicity your watchwords?
Does excellence and enjoyment underpin your work?
Are you ready for a new challenge?
Yes? Then join us on our exciting journey**

Washwood Heath Multi-Academy Trust (WHMAT) is a successful family of seven schools, all close together in east Birmingham. Our Estates and Facilities function centralised in September 2019 requires an Estates and Facilities Co-ordinator to work within our existing team.

We are looking for an ambitious and hard-working person to support the team and help ensure that our sites and facilities are of high quality and to support our strategic objectives.

Ideal candidates will have experience of:

- Working in a general office environment and being a team player;
- The use of Database applications, Microsoft Word, Excel, Powerpoint and Teams packages;
- Working under pressure and to deadlines;
- Data Protection legislation.

More detailed requirements for the role are shown in the job description and person specification.

We will offer you:

- A happy and caring culture linked to our well-being model;
- A supportive and friendly Estates Team, Chief Executive and Leadership team;
- Opportunities for your own continued professional development, both internally and through collaborative working across WHMAT;
- Access to a generous pension scheme (LGPS);
- Free on-site parking;
- Generous terms and conditions such as annual leave and sick pay.

Successful candidates will be based at our core office at the site of Washwood Heath Academy but will need to be mobile to visit other academies.

At WHMAT, where a post is advertised as full time, we are “happy to talk flexible working”.

Informal visits/contact are warmly welcomed. Please contact Mr David Mabey, Estates Manager at dmabey@whmat.academy or on 07734694169 to arrange this.

Packs are available on the E-Teach website or by e-mailing recruitment@whmat.academy
Closing date for applications: 9.00 a.m. 18th January 2021



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Shortlisting: Week commencing 18th January 2021

Interviews and assessments: Week commencing 25th January 2021

Completed application forms should be emailed to recruitment@whmat.academy

NB CVs will not be accepted.

Exact details re Interviews and assessment activities will be included in due course.

Washwood Heath Multi Academy Trust is committed to safeguarding and promoting the care and welfare of children and expects all staff and volunteers to follow this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check, qualifications check and at least 2 current references will be required.

These posts are covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of these roles