



**Rokeby School
A Mathematics and Languages School
London Borough of Newham**

**Facilities and Contracts Manager
All Year Round; 36 hrs per week
PO2 Points 35-38 (£32,628 - £35,286)**

We are looking for a proactive, professional, hardworking and committed individual to work as a Facilities and Contracts Manager within this inner London boys' school.

You will be responsible for the PFI contract and service level agreements relating to the school premises, ensuring effective working relationships with all stakeholders. Ideally you will have knowledge of monitoring KPIs, and all aspects of health and safety.

You should have a confident and tactful personality, a flexible and enthusiastic outlook, excellent presentation, the ability to work on your own initiative, understand the importance of confidentiality, good negotiation skills, and have the ability to build meaningful rapport at all levels.

We are keen to appoint dedicated colleagues who are eager to support our students to achieve in all aspects of their school life and who want to be key contributors to our school's success.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will need a full DBS (Disclosure and Barring Service) check, which can be applied for once a job offer is made.

Further details and an application form can be downloaded from Rokeby's website (www.rokeby.newham.sch.uk), or www.londonschooljobs.co.uk. Alternatively please call the school on 020 7540 5620 or e-mail julie.kennelly@rokeby.newham.sch.uk

Applications must be received by Friday 16th February 2018