



MURRAY PARK SCHOOL

Headteacher: Mrs N.Caley MEd, NPQH
MURRAY ROAD, MICKLEOVER, DERBY, DE3 9LL
Tel: (01332) 515921 Email: info@murraypark.derby.sch.uk
www.murraypark.derby.sch.uk

Job Description	Assistant Facilities & Lettings Manager
Salary:	NJC for Local Government Services – NJC Scale 7-14 £20,092-£23,080 37 hours per week, 52 weeks (working pattern to be agreed but will include weekend working)
Responsible to:	Facilities Manager
Framework:	To work within the framework of the NJC pay and conditions (holiday entitlement 22 days plus 8 statutory days holiday, 2 extra statutory days holiday and 2 concessionary days), current legislation and the policies of the school.
Start Date:	As soon as Enhanced DBS and satisfactory references received

We have a fantastic opportunity for a highly enthusiastic and organised individual to join our team to provide all round support to the Site Team & H&S processes. The successful candidate will need to work well under pressure, be able to multi-task, use own initiative and be highly motivated.

How to Apply:

Closing Date: Tuesday 31st August 2021

Interview Date: W/C 13th September 2021

The application is by letter and application form. In your letter please outline why you would be suitable for this post and detail any relevant experience. This should be no more than 2 sides of A4. **CVs only will not be accepted.** Candidates should use the non-teaching application form which can be found on the school website at <http://murraypark.derby.sch.uk/home/vacancies> along with the application pack. Email applications are welcome and should be addressed to recruitment@murraypark.derby.sch.uk

Postal applications should be addressed to:

HR Department
Murray Road, Mickleover, Derby DE3 9LL
Tel: 01332 515921

If you require any further information please contact our HR Department on 01332 515921 or email recruitment@murraypark.derby.sch.uk

The school is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check.

