



Job Title:	Facilities Assistant
Organisation:	Redbridge Institute of Adult Education
Address:	Gaysham Avenue, Gants Hill, Ilford IG2 6TD
Type of Organisation:	Adult and Community Learning Provider
Size of Post:	Part Time – Term Time Only
Salary:	£4,720 per annum
Directly responsible to:	Facilities Manager

We are a thriving, friendly adult education service focussed on learner success and serving our local community.

You will be responsible for the safety and security of the building and its users, for directing and assisting learners and visitors, for setting up rooms and supporting tutors with equipment and classroom needs, for making sure the building is clean, tidy and fit for purpose and for undertaking general facilities duties. You will also be a nominated keyholder and first aider.

This is a term-time post and will be

Wednesday 6.00pm – 10.00pm (38 weeks a year)

Thursday 6.00pm – 10.00pm (38 weeks a year)

Saturdays 7.30am – 2.00pm (alternate Saturdays only - total of 17 weeks a year)

There will be opportunities for some overtime throughout the year.

For further information and an application form, please visit our website www.redbridge-iae.ac.uk or telephone 020 8550 2398.

Applications must be emailed to staffing@redbridge-iae.ac.uk or posted to be received by **5.00pm 3rd November 2017**.