

WALTHAM FOREST

# NOOR UL ISLAM

TRUST

Charity Registration: 1017780

HEAD OFFICE: 713 HIGH ROAD, LEYTON, LONDON E10 5AB TEL 020 8558 0786

Email: [admin@noorulislam.co.uk](mailto:admin@noorulislam.co.uk)

Also:

MASJID: 711 HIGH ROAD, LEYTON, LONDON E10 6RA TEL: 020 8558 0786  
PRE-SCHOOL: 715 HIGH ROAD, LEYTON, LONDON E10 5AB TEL: 020 8558 3014  
PRIMARY SCHOOL: 135 DAWLISH ROAD, LEYTON, LONDON E10 6QW TEL: 020 8558 8765

## FULL TIME VACANCY FACILITIES MANAGER

**Salary – Depending on Qualification and Experience**

**To commence work in October 2010**

Are you looking to play a pivotal role within a growing organisation?

Noor Ul Islam Trust is looking for a Facilities Manager to provide support across the organisation at its Head Office. You will be responsible for the Health & Safety, performing risk assessments, overseeing First Aid, Accident reporting, Fire Safety, PAT testing, building maintenance, security as well as line managing the caretakers and cleaners.

- The post holder will be carrying out general maintenance of the premises, internal fixtures and fittings and ensuring the heating and lighting systems are maintained.
- You will ensure that the Trust's premises are appropriately prepared for all functions and activities. The post holder will be well organised and have good customer care skills. You should have the ability to work individually and in a team environment and be capable of working to deadlines in a fast paced environment, with changing priorities. You will be self motivated and adaptable. Cleaning and general maintenance experience is essential.
- Applicants must be eligible to work full time in the UK.
- You will be required to apply to a CRB disclosure as the post may involve working around Children.

The successful candidate will be fully supportive of the Trust's child protection policy and may have to obtain a Criminal Record Bureau check.

Previous applicants need not apply.

Please note: Only candidates who are successful in reaching the interview stage will be contacted by Tuesday 14<sup>th</sup> September 2010.

Please contact the Noor Ul Islam Trust on 020 8558 0786 for more details and an application form.

**Closing date for receipt of application form:**

**Tuesday 31<sup>st</sup> August 2010**