

NOOR UL ISLAM TRUST - 713 HIGH ROAD, LONDON E10 5AB

In the name of Allah, The Most Merciful, The Most Kind

JOB DESCRIPTION: FACILITIES MANAGER

The postholder will work at one of the Noor Ul Islam Sites, primarily at 711-715 High Road, Leyton, London E10 5AB.

REPORTING OFFICER - The Postholder will report to the Office Manager.

General Professional Duties (as directed by the Management)

1. To maintain at all times the practice and demeanour of a Muslim aware of one's duties in this life and accountability in the next life for one's actions, and to relate this 'Aqeeda' to the following duties.
2. To maintain and uphold the confidential nature of the Trust's matters, records and documents, especially those relating to service users and fellow staff members.
3. To look after and maintain the Noor Ul Islam Trust's main buildings based on High Road, Leyton London, ensuring its proper upkeep.
3. To provide help and advice to the caretakers based at the Noor Ul Islam Primary School based on Dawlish Road, Leyton London.
5. Organise risk assessments and all relevant training for building staff and caretakers.
6. Ensure health and safety legislation is adhered to for the benefit of all users, including maintaining first aid equipment.
7. Monitor the correct number of fire marshals, health and safety officers and first aiders at the Trust.
8. Ensure all equipment is used correctly and the all electrical appliances are regularly checked (PAT).
9. Maintain a high level of security in the buildings.
10. Supervise and coordinate all caretakers for regular and irregular events and bookings.
11. Ensuring the cleanliness and environmental aspect of Noor Ul Islam's buildings.
12. Place all necessary items and furniture in storage until needed.
13. Carry out general maintenance and reports on site and arranging for more complex maintenance and repairs by qualified and competent professionals.
14. To deal with other users and the public in a manner that promotes the nature of Noor Ul Islam.

SPECIFICATION

Ideally the postholder will have experience and qualification at general maintenance and supervision. Trained and qualified at Manual Handling, Use of Ladders, First Aid, Risk assessment and Health and Safety is an advantage.

The postholder will be organised and work methodically.