

<b>Job Title</b>	<p><b>Post 1: Facilities Team Leader</b></p> <p><b>Post 2: Facilities Assistant</b></p>
<b>Size of Post</b>	<p>Facilities Team Leader – Full time (36 hours per week)</p> <p>Facilities Assistant Part Time (22 hours per week)</p>
<b>Hours of work</b>	<p>Facilities Team Leader Core working hours are Monday to Friday, with flexibility to work some evenings and Saturday mornings as required to maintain cover for opening hours.</p> <p>Facilities Assistant Core working hours are Tuesday to Thursday evenings (5pm – 10pm) and Saturday mornings (7.30am - 1.30pm), with flexibility to work some Monday – Friday daytimes as required to maintain cover for opening hours.</p>
<b>Salary</b>	<p>Facilities Team Leader £32,925 - £33,957 per annum</p> <p>Facilities Assistant £27,855 - £29,139 (pro rata) per annum</p>

We have two exciting opportunities to join our Facilities team at Redbridge Institute of Adult Education. Redbridge Institute is the adult education service for the London Borough of Redbridge.

For 120 years, Redbridge Institute has provided adult education services across the local area and is the only Ofsted “outstanding” local authority provider in England.

Our main campus is at Gaysham Avenue in Gants Hill. We also have bases in Ilford and in Hainault.

You will be joining us at an exciting time as we have an ambitious plan to upgrade all our teaching accommodation over the next 18 months. We are looking for people who are as committed as we are to providing the most inspiring learning environment that we can for over 3000 local adults every year.

**For further information and an application form, please visit our website**  
[www.redbridge-iae.ac.uk](http://www.redbridge-iae.ac.uk)

**We only accept applications on our standard application form which must be emailed to**  
[jobapplications@redbridge-iae.ac.uk](mailto:jobapplications@redbridge-iae.ac.uk) or posted to be received by 5pm on 7<sup>th</sup> January 2024.

**Successful candidates will be notified after the closing date**