



Ecovert FM is the facilities management arm of the Bouygues group in the UK. We operate large scale contracts, particularly in the PFI market, the result of a successful partnership with our construction sister company, Bouygues UK.

Please send an application form and/or C.V. together with a covering letter stating the post title and explaining why you feel you are suitable to:

**Lisa Ampah**  
**Human Resources Administrator**  
Ecovert FM Ltd  
Elizabeth House  
39 York Road  
London  
SE1 7NQ

or email: [recruitment@ecovertfm.co.uk](mailto:recruitment@ecovertfm.co.uk)

Closing date:  
**29 July 2008**

**Phone A Friend Scheme**

If you know someone who maybe interested why not tell them about this vacancy and get them to apply. Make sure you complete a Phone a Friend Scheme Claim form and you may receive a cash reward\*

\*subject to Terms & Conditions



## **OPERATIONS**

### **CROFTON SCHOOLS Lead Premises Officer**

Working on the Crofton Schools Contract, you will be required to provide an on site presence and carry out duties required to support the Ecovert FM team in the delivery of Services to Crofton School.

Reporting to the Contract Manger you will be responsible for maintaining the responsibility for security of the School Estate acting as a registered key holder. You will be required to undertake daily security checks, investigate security incidents and recommend security improvements. you will also be required to complete weekly firm alarm tests and assisting with the organisation of fire drills.

Duties will also require you to fulfil Health and Safety responsibilities by adherence to the requirements of the Company's Health and Safety Policy and Health and Safety Management Plans.

Previous experience of working within an educational environment would be advantageous, also an IEE 16th Edition Wiring Regulations qualification would be ideal but is not essential.

***This post will involve working with children and/or vulnerable adults. Accordingly, successful applicants will be subject to a criminal record check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.***

***ECOVERT FM IS CONTINUALLY WORKING TOWARDS BEING AN EQUAL OPPORTUNITIES EMPLOYER***