



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

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

WALTHAM FOREST Premises Officer

Working on the Waltham Forest Contract, based at Frederick Bremer School, 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 Frederick Bremer School.

Reporting to the Senior Premises Officer you will be responsible for the setting up of all room layouts, equipment and the setting up of AV facilities and mobile displays. You will also monitor the car park at specified intervals, ensuring that only authorised users are parked. The position will also require carrying out minor maintenance and handyman duties as directed by the Technician.

This position 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 also be beneficial.

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