

United States Jobs Expertini®

Night Facilities Officer

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Company: Kaplan International

Location: United States

Category: business-and-financial-operations

Night Facilities Officer

Reference

number: JR237925

Location: Kaplan Living

Bournemouth

Working pattern: Full-time, 42 hours -

8pm-8am on a 4 on/4 off rota basis

Contract Type: Permanent

Number of roles: 1

Salary: £26,270 Per annum

We are

looking for a **Night Facilities Officer** to join our team.

As Night Facilities Officer, you will have responsibility for the following areas

Building management, Health and Safety, Student Welfare and Customer Services,

Financial, Marketing & promotion and any other duties as required by the General

Manager and/ or Deputy Manager

A detailed job description can be viewed [here](https://drive.google.com/file/d/1Kmpbp4knSu9XiOBQiZszP_RzARlbWGll/view?usp=sharing).

If the link does not work for you, please copy and paste the

following URL into your web browser: https://drive.google.com/file/d/1Kmpbp4knSu9XiOBQiZszP_RzARlbWGll/view?usp=sharing

<https://tinyurl.com/mrn5s4fk>

What you'll bring to the role

- Have a passion for customer care and a sensitivity to student's needs.
- Have experience in a customer facing environment.
- Have recent experience of working in a maintenance / caretaking role.
- Have experience of working in an effective Health & Safety culture in line with legislation.
- Ability to offer flexibility in working hours including provision of out of hours support in an emergency if required.

Essential skills/ experience

- Have experience in customer service, hospitality or student service provision, ideally accommodation.
- Be able to work as part of a team, and work on own initiative.
- Budget management.
- Ability to prioritise workload and meet deadlines.

Additional Requirements

- You will need to be available to work overnight on a shift basis between the hours of 8pm and 8am.

What we do

Part of Kaplan Inc., one of the world's most diversified education businesses, [Kaplan Living](http://www.kaplan-living.com/http://www.kaplan-living.com/) is a leading provider of Purpose-built Student Accommodation in the UK. We provide accommodation primarily for Kaplan International Pathways Colleges and Kaplan International English Schools along with a provision for University and Direct Let accommodation.

What we offer

As well as a competitive salary, and paths for career progression, we offer a comprehensive benefits package that includes:

- 36 days annual leave*
- Big discounts on Kaplan courses for you and your family
- 24/7 confidential helpline providing counselling and other support services
- Company pension contributions
- Maternity, Adoption, Shared Parental and Paternity/Partner pay which is well above statutory levels
- Medicash Health Cash Plan

*Please note that the annual leave entitlement will be calculated on a pro rata basis if the role is part time.

How to apply

Please apply with CV and cover letter. Please note, we recommend that you apply at the earliest as this vacancy will be closed once, we have

gathered a suitable shortlist. </p><p>
</p><p>
</p><p>Additional Application Information </p><p>
</p><p>Kaplan is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.</p><p> </p><p>This role involves working with learners who are under 18 years old and are exempt from the Rehabilitation of Offenders Act 1974. Recruitment checks are undertaken in accordance with our background-checking policy. Successful applicants will be required to undertake an Enhanced Disclosure (including children's barred list) via the Disclosure and Barring Service (DBS) check to confirm their suitability to work with children and young people. In addition to the DBS check, for roles that include teaching or coaching, a Prohibition from Teaching Check will be completed through the Teaching Regulation Agency. Please be aware that it is an offense to apply for this role if you are barred from engaging in regulated activity relevant to children. </p><p> </p><p>
</p><p>Application Support<u> </u> </p><p>
</p><p>If you require support completing your application or wish to talk to someone about the role before applying please email the Recruitment Team <u>recruit.request@kaplan.com</u>. </p><p>
</p><p>
</p><p>Disability Confident Scheme and Reasonable Adjustments </p><p>
</p><p>At Kaplan International Pathways, we're dedicated to fostering a diverse, equitable, and inclusive global workforce. As equal opportunity employers, we ensure fair treatment for all employees, safeguarding them from discrimination based on protected characteristics as defined in the Equality Act 2010, and beyond. </p><p> </p><p>We actively welcome individuals from varied backgrounds to apply for roles within our organisation, appreciating the distinct viewpoints and contributions they offer. We especially encourage applications from underrepresented groups, including diverse racial and ethnic backgrounds, LGBTQ+ individuals, women, people with visible and hidden disabilities, and individuals of any age or family status. </p><p> </p><p>Furthermore, we proudly endorse and provide a platform for our Employee Resource Groups, such as Kaplan Pride, Higher Ground Race, Ethnicity and Cultural Heritage Group, and Parents and Carers. These groups serve as vital forums for support, connection, and advocacy within our company</p><p>
</p><p>Following the submission of an application, applicants will receive details of how to request their application be considered

under our Disability Confidential Scheme. Applicants will also be given information on how to request reasonable adjustments if selected for interview.

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