



ROLE: Site Assistant

SCHOOL: Talbot Primary School

HOURS: Part time, 42.94 working weeks per year including summer deep clean (hours over the summer negotiable), 15 hours per week, 3 hours per day, 5 days per week. Working hours are 3.00- 6pm daily.

SALARY: Grade D /SCP 5-6/FTE £18,795-£19,171 pro rata. Permanent.

CLOSING DATE: Monday 17th June 2019 at 12 noon

INTERVIEW DATE: week commencing 3 June 2019

START DATE: As soon as possible

ADVERT:

JOB/PERSON SUMMARY:

We wish to appoint an enthusiastic and inspiring Site Assistant. You are expected under the direction of the Site Manager to assist in the day-to-day security, safety, cleanliness and general maintenance of the school. You will be a key holder and responsible for the security of the school. You will be joining a skilled, dedicated and supportive staff team in an exciting school.

The school is forward thinking and always open to suggestions for improving performance and standards.

Training to support you in your role is offered.

Visits to the school prior to interview are essential. Please contact the school office on 01202 513981 to arrange an appointment.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

It is essential that the successful candidate can

- Supervise, monitor and direct the cleaning staff
- Assist with general maintenance of the school
- Undertake cleaning of designated areas of the school
- Ensure the highest standard of cleanliness and hygiene
- Adhere to Health and Safety and COSHH regulations
- Work co-operatively and effectively with the whole school team
- Knowledge of Child Safeguarding procedures

The job holder will be a key holder. There will be some lone working as part of this role.

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.hamwic.org and return to Mrs. D Hughes, school@talbot.poole.sch.uk

THE GREENWAY PARTNERSHIP

The Greenway Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education. We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.