



Site Assistant

Salary Range: Support Staff Pay Scale B

£15,867 - £16,136 per annum

Hours: 32.5 hours per week

(9am – 4pm with a 30 minute unpaid lunch break)

Fixed Term (6 months)

(includes 12 days annual leave entitlement)

We are seeking a temporary Site Assistant to join our site team. The successful applicant will have good communication skills and empathy for young people. You will also have a positive 'can do' attitude and be reliable, flexible and hardworking.

The duties involved are:

- Support the Site Team with day to day maintenance of the school site
- Assist with minor repairs and maintenance
- Set up classrooms or exam rooms as required
- Cleaning/tidying as and when required
- Deal with any health and safety or security issues
- Cover site staff holidays when required
- Assist with managing deliveries

Full training will be given including a Health and Safety induction.

Closing Date for Applications: 12.00 noon on Wednesday 20th March 2019

Interview dates: W/C 25th March 2019

We reserve the right to interview candidates before the closing date where applicable.

Application forms and further details are available from the school website www.testbourne.school or alternatively contact recruitment@testbourne.school

Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects 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 Barring Service checks, along with other relevant employment checks.

Testbourne Community School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.