**Advertisement and Job Specification - Site Assistant**

**Closing Date: Wednesday 26th February 2025 – 12 Noon**

**Interview Date: TBC**

**Contract hours: Permanent, part time, 15 hours per week, 52 weeks per year**

**Salary Type: EHCC/Support Staff**

**Salary Details: Scale B: £24,027 (Actual annual salary £9,740)**

**Hours of Work: Monday-Friday, 15 hours per week (3 hours per day): Working Hours to be discussed, potential for split shift**

**Location of Role: Newtown C.E. (Voluntary Controlled) Primary School, Gosport**

**Contact: adminoffice@newtown.hants.sch.uk**

**Job/Person Summary**

Newtown CE Primary School are looking to recruit an enthusiastic and flexible person to become a member of our Site Team, so that optimum use can be made of the buildings and rooms for school and community purposes.

Key Responsibilities:

* Carry out a range of defined cleaning duties within a specific area, in line with agreed procedures and standards.
* Observe maintenance requirements and report any deficiencies to the Senior Site Manager.
* Ensure chemicals and other equipment are stored, used and secured properly.
* Be a keyholder to open and close the school in the event of the Senior Site Managers absence, including activate and deactivate intruder alarm system as directed by line manager.
* To support the Senior Site Manager in carrying out health and safety checks.

You will need:

* To be fit and able to clean to a high standard
* To work as part of a team and have a good sense of humour
* To be able to interact with a wide range of adults and children
* To be able to deal with all matters in a confidential and professional manner
* Be flexible and adaptable
* Be willing to undertake further professional development, when appropriate
* It would be desirable for the appointed candidate to also have experience in carpentry or other site development trades

Our children are highly engaged, keen to learn, enjoy all aspects of school life, are well-mannered and considerate of others. The staff team are positive and dedicated to the learning and welfare of the pupils.

Parents and governors are fully supportive and engaged with the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants should be aware that personal holidays cannot be taken during the school term time.

**Application Procedure**

Visits to the school will be warmly welcomed, should you wish to meet with Senior Site Manager to discuss the duties of the role.

For further details, an application pack or to book a visit to the school, please call 02392 584048 or email adminoffice@newtown.hants.sch.uk

***Applicants should note that holidays and medical appointments cannot be taken in term-time or during working hours.***

*Newtown CE Primary School and Hampshire County Council 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.*