

BELGRAVE ST. BARTHOLOMEW'S ACADEMY



JOB DESCRIPTION

Position: Premises Assistant

Dates:	Closing Date - Wednesday 11th July at 10 am
Grade:	Grade 3
Salary:	Level 3 pt 10 -13 (Foundation Living Wage)
Location:	Belgrave St. Bartholomew's Academy
Contract Type:	Part Time – Term Time Only (2.30pm – 6.00pm)
Contract Term:	Permanent

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint a skilled and well motivated Premises Assistant to join our team in September 2018.

Key Duties / Responsibilities:

We are looking to appoint an enthusiastic premises assistant to support in the day to day operation of the school site.

The successful candidate will have responsibility for –

- Security – unlocking and securing premises at agreed times
- Checking that the heating and lighting systems are operating satisfactorily
- Checking fire and security alarms are working satisfactorily
- Maintain a vigilance for Health and Safety concerns in and around the building
- Disposal of waste materials
- Replacing consumables
- Ensuring that premises are in a safe, tidy and satisfactory condition
- General portage and collection activities
- Cleaning of designated areas not covered by alternative arrangements

We offer:

- The chance to work with staff who are friendly, skilled, willing to learn and love their jobs
- Enthusiastic, happy children
- All equipment and protective clothing necessary for the job will be provided

Closing date:

Closing date for applications is **Wednesday 11th July at 10 am**

Interviews:

Interviews will take place on **Monday 16th July**

Belgrave St. Bartholomew's Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Belgrave St. Bartholomew's Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Visits to the school are encouraged. Application packs are available from the school office. Please contact Miss Bi on 01782 235523 for further details and to arrange a visit.

Contact Details:

Miss Bi
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