

WOODCROFT ACADEMY

JOB DESCRIPTION



Position: Premises Assistant

Start Date	2 nd November 2020
Grade	3
Salary	£18,562 per annum/£9.62 per hour (Actual Salary £7,525) 27 days holiday per annum
Location	Woodcroft Academy, Wallbridge Drive, Leek, Staffordshire, ST13 8JG
Contract Type	Permanent (whole year contract)
Contract Term	15 hours per week with the potential to rise to 20 hours per week.
Work Pattern	3 hours per day (7.00am-9.00am and 5.30pm-6.30pm – although flexible and negotiable)
Probation Period	7 months

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint a Premises Assistant. The successful candidate will assist in the efficient management, maintenance, repair and security of our school premises and site, ensuring a safe and welcoming environment for staff, pupils and visitors alike.

Key Duties / Responsibilities:

We are looking for a Premises Assistant to:

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of building at pre-determined times.
- Keep records relating to maintenance and security.
- Undertake minor repairs and maintenance of the building and site.
- Periodic cleaning of designated areas of the school building and grounds.
- Act as school contact in relation to premises related contractors.

We offer:

- A community approach, with a focus on whole school improvement
- A dedicated, hardworking and able team
- Happy, enthusiastic and wonderful children to work with
- A friendly, supportive, hard-working environment where everyone is valued
- A strong, effective and experienced Senior Leadership Team
- Excellent support and CPD opportunities
- Exciting links and joint professional development with St Bart's Multi-Academy Trust partner Academies

Closing date:

Closing date for applications is **Friday 16th October 2020 at 12:00pm.**

Interviews:

Interviews will take place week commencing **Monday 19th October 2020**

Woodcroft 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.

Woodcroft 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).

Application packs are available from the school office.

Please contact Mrs Jo Lockett on 01538 714796 for further details.

Contact Details:

Applications to be returned to:

Mrs H Hewitt

Woodcroft Academy
Wallbridge Drive
Leek
Staffordshire
ST13 8JG

Telephone: 01538 714796

Email: office@woodcroft.staffs.sch.uk