

SITE ASSISTANT

Start Date: As soon as possible

Salary: £25,185 - £25,989 (actual salary £10,723.22 - £11,065.55)

Contract Type: Permanent 17.5 hours per week 06.30am – 10.00am term time 39 weeks plus 35 hours during school holidays flexible.

**OVERALL PURPOSE**

Under the general supervision of the Site Manager to carry out a full range of site duties to ensure that the school is safe and well maintained.

SPECIFIC DUTIES

- Responsible for unlocking site during term time.
- Identify and report building, furnishing or fittings deficiencies to the Site Manager and undertake any remedial action that may be authorised, where an external contractor is not engaged.
- To undertake a reasonable range of handyperson duties as required by the Site Manager to contribute to the day-to-day maintenance of the school premises, and its furnishings e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, fitting shelves or notice boards.
- Escort contractors and other relevant person to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work having regard to the school environment.
- Take delivery of stores, goods and equipment and arrange storage or distribution as required including the maintenance and completion of relevant documentation with appropriate authorising signature.
- Responsible for the general tidiness and safety of outside areas, cleaning defined areas of the school premises, and emergency cleaning needs arising during the working day.

The Site Assistant plays an important part in the smooth and efficient running of the school. The post holder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Bradon Forest School is a well-respected and popular 11 – 16 comprehensive and our catchment area accepts students from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds. The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four Primary Schools in Wiltshire, Gloucestershire and South Gloucestershire. We currently employ over 883 people and educate 6,183 pupils and plan to expand further over the coming years. All our schools share a deep commitment to delivering an excellent comprehensive education to all the students in the Trust.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview.

Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to consider any reasonable adjustments you require so please ask us during your interview.

Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
T: 01793 770570 F: 01793 771063
enquiry@bradonforest.wilts.sch.uk
www.bradonforest.org.uk



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