

Premises Support Assistant

Salary (actual): £23,278 - £24,756

Grade: 4, SCP 8-12

Hours: 30 hours

Working Weeks: All year round

Contract: Permanent

To start: As soon as possible

James Elliman Academy is a large, friendly and vibrant multi-cultural 3/4 form entry primary school (with over 700 children on roll) and part of The Park Federation Academy Trust. The academy is part of The Park Federation Academy Trust, allowing us to benefit from a wealth of expertise across our ten academies, as well as enabling us to provide opportunities for sharing of good practice and high-quality training.

This is an exciting opportunity to become part of our highly professional, friendly team. We are looking to appoint a full time member of staff who has a “can do” attitude and is flexible, practical, pro-active, energetic and diligent to support our existing teams in delivering excellent service.

Your duties will include: general site maintenance both inside and out, compliance with Health and Safety legislation, key holding duties, locking and unlocking of the premises, general handyman duties, assisting in moving deliveries and furniture as necessary, supervising and assisting the cleaning team providing cover and support where necessary and liaising with contractors as directed by the Head of Estates.

The post is for 30 hours per week, there is flexibility on how the hours are spread across the day with the working day potentially starting at 7.00am and ending at 6.00pm. Some out-of-hours or additional working hours may be required and extra hours are negotiable for the right candidates. The position will be based at **James Elliman Academy** and at times, the individual may have to work across the Trust. On occasion, you may be required to deputise for the Head of Estates or work across the Trust.

Please visit the school website and complete an application form. We do not accept CV's.

CLOSING DATE: As and when we receive successful applications.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.