



St Wilfrid's CofE Primary School

Eastern Road, Haywards Heath

West Sussex, RH16 3NL

01444 413707

office@stwilfrids-hh.school

Head: Simon Hateley

**GROWING SUCCESS
ROOTED IN FAITH**

Premises Assistant Required from 3rd February 2020

Fixed Term Role until 23rd July 2021

Grade 3 (Spinal Point 3 to 4)

Full Time Equivalent Salary £18,065 to £18,426 / pro-rata £8,544 to £8,715 pa

Weekdays: 3PM until 6:30PM

17 Hours 30 Minutes per week term time plus school holidays

We are looking for a caring, enthusiastic, well-motivated and suitably qualified person for the post of Premises Assistant at our school.

Your role is to provide an effective support to the Premises Manager in all matters relating to the satisfactory operation of the school's buildings, grounds and equipment including maintaining high levels of cleanliness, general maintenance, security and Health and Safety.

The successful applicant will possess a range of building management, maintenance, DIY, caretaking and gardening skills. The role involves being responsible for the end of the day, including the locking up of the school, and the hours in term time will be from 3pm until 6.30pm. During the school holidays, the hours may need to be flexible to support any work being undertaken at the school.

St Wilfrid's is a church school with strong locality links and supportive parents and governors. We have well-behaved and enthusiastic children. We can offer you the chance to work with a team of dedicated, hardworking people who are passionate in their endeavour to provide for every individual child, ensuring that each child's talents and skills are developed and celebrated.

Visits to our school are welcomed and encouraged. To arrange a visit please contact the School Office on 01444 413707 or email office@stwilfrids-hh.school. To find out more about us, please visit our website as well at www.stwilfrids-hh.school.

If you are interested in this vacancy at our school, please complete an application form and email it to the Office email address. The application form is attached to this advertisement. For your information, we have also attached a person specification and a job description.

At St Wilfrid's CE Primary School we are committed to safeguarding and promoting the welfare of children and young people and all appointments are subject to an Enhanced DBS check.

Pay: NJC Grade 3 (Point 3-4)

Closing date: Friday 10th January 2020 (Midday)

Interview date: Friday, 17th January 2020

