

Dear Applicant,

Re: Premises Assistant

Thank you for applying for details for the above position at our school. The following is information relevant to the post. Please do not hesitate to contact us if you require further details or to arrange a visit to our school.

Job Title	Premises Assistant
Salary	Salary: £23,500 to £25,119 (H3-H4 depending on experience)
Contract	Full time (52 weeks of the year) Permanent - 6-month probationary period. 25 Days Annual Leave Entitlement.
Hours	Full time: 37 hours per week Monday to Friday 10.00am – 6.00 pm (30 minutes break) Extra hours by negotiation during holiday periods and at busy times, with occasional late nights and weekends
Performance Manager	IT & Estates Manager
Supervisor	IT & Estates Manager
Location	Based at Pinewood School, Hoe Lane, Ware, SG12 9PB
Start date	As soon as possible

Pinewood School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are required to have received a satisfactory enhanced DBS check for all employees before they start work.

Pinewood School wants to appoint an exceptional person to:

- Ensure security of school buildings and grounds
- Assist in the operation of school heating plant
- Assist with the monitoring and maintenance of health & safety systems including fire alarms, water temperature checking, emergency lighting tests and other systems as required
- Carry out annual portable electrical appliance testing
- Assist with general portage duties, including movement of furniture and equipment within school
- Carry out handy-person duties which may include minor repairs to furniture and fixtures and decorating tasks including the use of power tools, ladders and other maintenance equipment

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Please look at our website for further information about the school:

<https://www.pinewood.herts.sch.uk>

- Assist with daily and periodic cleaning of designated areas of the school, building and grounds as necessary
- Take responsibility for minibus maintenance and cleaning
- Help with transport of children to and from activities etc.
- Assist with other duties which may arise from use of the premises
- Check deliveries and invoices, and delivering goods to the appropriate departments
- Assist with providing a clean, healthy and safe environment for users of the school buildings and grounds

Successful applicants will have good communication skills and a good standard of education, particularly in English and Mathematics.

They will be:

- Willing to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- Willing to work as an effective team member and make contributions as a member of a team
- Willing to maintain confidentiality on all school matters
- Energetic, enthusiastic and self-motivated in executing the duties associated with the post
- Flexible and creative in finding solutions to professional problems
- Able to cope efficiently with competing demands and to instill a sense of calm when under pressure
- In possession of a full UK driving licence
- Able, or willing to learn to drive a minibus
- Able to work under their own initiative

Attached is our job description, person specification, wellbeing charter, application form, letter to applicants. We recommend you read through these documents prior to application.

Please note we cannot accept CVs. Please send applications to admin@pinewood.herts.sch.uk for the attention of Mr E Uncle, IT & Estates Manager

We welcome prospective applicants to visit the school. Please contact reception to arrange on 01920 412 211

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