

**Premises Support Assistant**

**Salary (actual):** £22,149 - £23,690

**Grade:** 4

**Hours:** 35 hours per week, Monday to Friday, rostered between 7:00am – 6:00pm

**Work Pattern:** Term Time + Inset Days and 3 weeks during school holidays = 42 weeks

**Contract**: Permanent

This is an exciting opportunity to work at small school with a big heart. Hannah Ball Academy, is a

warm and vibrant multi-cultural school based in High Wycombe. Our school is part of The Park Federation Academy Trust, and our partnership means that there are opportunities for professional development that will further your own skills, knowledge and expertise.

We are looking to appoint a fulltime member to our Premises team to support on all facilities matters across the school.

We are looking for an individual who:

* has experience in a similar role;
* is highly skilled, practical and proactive;
* is proactive, positive, calm and flexible;
* has high expectations of themselves;
* has excellent communication, organisational and interpersonal skills;
* is committed to working as part of a team;
* is resilient;
* shares our vision and aims for all of our pupils;
* is dedicated and committed to the success of the school.

For the right candidate, we will offer

* extensive support and CPD;
* the opportunity to work with other professional colleagues across the Multi-Academy Trust;
* a welcoming school, with friendly, enthusiastic and supportive staff team;
* an ambitious and dynamic Senior leadership Team;
* a dedicated Governing Body;
* supportive parents and children who are keen to learn;
* an employee assistance programme (EAP).

We warmly welcome candidates coming to visit the school prior to application; please contact the school to arrange. Please complete an application form for this vacancy. We do not accept CV’s.

**Closing date**: As and when we receive successful applications.

**“The school is 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”.**