

**Premises Support Assistant**

**Salary (actual):** £21,439 - £22,870

**Grade:** 4, Scale Point 8- 12

**Hours:** 32.5

**Work Pattern:** Term time + inset days + three weeks in the holidays - 42 weeks per annum

**Contract**: permanent

**To start:** As soon as possible

This is an exciting opportunity to become part of our highly professional, friendly team at Iver Village Infant Academy. We are looking to appoint a part 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 32.5 hours per week, there is flexibility on how the hours are spread across the day with the working day potentially starting at 07.00am and ending at 17.45pm. 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 **Iver Village Infant 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.

Please visit the school website for 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.***