



Sambourne CE
Primary School

Site Assistant Application Pack

Sambourne CE VC Primary School
July 2024



Sambourne CE
Primary School

Welcome

July 2024

Dear Prospective Applicant,

Thank you for your interest in our school.

We have put this information pack together to give you an idea of the vision, values and ethos at Sambourne CE Primary School.

This pack contains:

- * Advertisement
- * Wiltshire Council Job Description – Grade C
- * Selection Process

Should you wish to apply for this role, please fully complete the Application Form and write a covering letter, outlining the skills you think you can bring to this post and your reasons for applying. Please send these by email personnel@sambourne.wilts.sch.uk by midday on Friday 9th August 2024.

All details on how to apply can be found on our website:

<https://www.sambourne.wilts.sch.uk/our-school/vacancies>


Interviews will be held in August and we will contact shortlisted candidates by telephone and email about the interview day as soon as possible after the closing date.

We look forward to receiving your application.

Yours sincerely

Ian Albrow
Headteacher

Learn to Love - Love to Learn



“The school provides a family atmosphere with a safe learning environment, highly motivated and talented staff and a supportive governing body who know the school well. “

Vision and Values



Sambourne CE
Primary School

Our Vision

Sambourne Church of England Primary School is a Christian community that embraces diversity, encourages creativity, and strives to deliver a world class education. We provide a relevant, broad and balanced curriculum where everyone, regardless of background or starting point, achieves their full potential.

At Sambourne, children embark on a learning journey to equip them with the values, attitudes and attributes that enable them to gain a deep knowledge and understanding of the world and the confidence to play their part in society. We are a happy school, where children feel safe and where everyone, no matter what their role or responsibility, opens the door excited by what the day ahead will bring.



'That your love may abound more and more in knowledge and understanding'

Philippians 1:9

Learn to Love - Love to Learn



Advertisement



Sambourne CE
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We are looking for a Site Assistant.

Grade C commencing on £11.59-£11.98 per hour, £22,366-£23,114 per annum/pro rata

15 hours per week, term time plus two weeks in the holidays, permanent

We are seeking a cheerful, flexible and resourceful person to join our dedicated staff team in a busy primary school. The successful candidate will be responsible for the maintenance of buildings, school grounds, fixtures and fittings. The school site encompasses a Victorian building and a modern extension.

The successful candidate must be:

- * Committed to providing the very best for every child in our school by contributing to a clean, tidy and well maintained school and grounds
- * A team player
- * Organised, methodical, reliable, resourceful, cheerful and energetic
- * Able to be flexible and prioritise the ever changing and demanding workloads that are part of school life

Duties will include:

- * Ensuring the school grounds are tidy and well maintained, including litter picking, sweeping, gardening duties and reporting defects
- * Ensuring the site is safe, especially during the Autumn and Winter by clearing leaves, clearing snow and salting main access routes in the school grounds
- * Undertaking deep cleaning activities such as window cleaning, cleaning walls, clearing gutters and helping with the deep clean
- * Basic maintenance and repairs of the buildings, fixtures and fittings
- * Decorating and general upkeep of interior and exterior buildings

For further details and how to apply please visit our school website www.sambourne.wilts.sch.uk

Closing date: Friday 9th August 2024 midday

Interview date: August 2024

We encourage visits to our school, if you would like any more information please call Mandie Thomas, School Business Manager on 01985 212458 or email personnel@sambourne.wilts.sch.uk

Sambourne CE VC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.



A place where
children are
nurtured and
their talents are
developed and
celebrated.



Job Description



Sambourne CE
Primary School

Reference: SCH059

Grade: C

Job Title: Site Assistant

Main Job Purpose: Maintain the buildings, grounds fixtures and fittings and ensure the smooth operation of the site facilities

Main Duties

- * Maintenance and repairs of buildings, fixtures and fittings
- * Upkeep of the grounds, including hedge trimming, weed removal and maintenance of flower beds
- * Heavy duty cleaning i.e. decking, guttering, windows, high level cleaning inside school
- * Setting up staging and seating for events
- * Assist in collection of litter and disposal of waste, emptying bins and dealing with the refuse collection
- * To report to the School Business Manager any major defects in buildings, equipment and security systems observed in the course of duties
- * To sweep and salt all paving and access ways within the school boundaries, in autumn and winter especially
- * To operate grounds and buildings equipment correctly, maintaining and using equipment in a safe manner
- * Keep up to date with Health & Safety regulations such as COSHH and Working at Height. Managing the COSHH register and Ladder/ Working at Height equipment inspections
- * Assisting the School Business Manager with other tasks, such as Health & Safety inspections, taking meter readings, monitoring services etc

Creativity and Innovation (i.e. problem solving)

The job holder works with the direction of the School Business Manager and Headteacher

Job Description



Sambourne CE
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Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits

Key Contacts And Relationships

Site Managers—supervision and providing list of jobs

Teachers / support staff—clarification of tasks or delivery details

Club organisers etc.—Information on preparing school for an event

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Decision Making

The jobholder has shared responsibility for proper use of plant, equipment and vehicles, and for School buildings

Working Environment

Changes will occur to the work plan due to emergencies e.g flooding, fire alarms, broken windows and health & safety.

The job can involve cleaning inside buildings or in school grounds, general maintenance and repairs indoors, some manual handling and occasional cleaning of toilets and drains.

Work outside will occasionally be subject to inclement weather. There is regular dirty and dusty work including unpleasant tasks e.g. blocked toilet

Knowledge and Skills

Good standard of practical knowledge of and skills in routine maintenance



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Selection process

Safeguarding

Sambourne CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will be performed prior to interview.

School Visit

We encourage visits to our school, if you would like any more information please call Mandie Thomas on 01985 21245 or email

personnel@sambourne.wilts.sch.uk

Applications

Closing date: Friday 9th August 2024

Interview date: August 2024

Interviews

Interviews will be held on site.

Privacy Notice

Please visit our Privacy Notice on details about how we collect, store and use personal data about individuals applying for jobs in our school.

<https://www.sambourne.wilts.sch.uk/our-school/policies>

Contact Information

Sambourne CE VC Primary School

Sambourne Road

Warminster

BA12 8LF

Tel: 01985 212458

personnel@sambourne.wilts.sch.uk

www.sambourne.wilts.sch.uk

"Welcoming new
parents and passing
on information about
my child"

Parent View

"Always excellent
communication from
school to parents"

Parent View

"The Church
really values our
link with the
Sambourne
School and we
enjoy having the
children into
Church for special
services"

Rev Lorraine Dobbins