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| N:\My Pictures\values tilted.jpg  **The Highfield School**  **Highfield, Letchworth, Herts SG6 3QA** |
| **SITE ASSISTANT**  **Fixed Term Contract to July 2022**  **Salary H3 [Actual salary: £11,896 per annum]**  **22.5 Hours per week, 52 weeks per year**  **Hours will be Monday/Tuesday/Thursday/Friday: 2.00 – 6.30pm and Wednesday 2.30 – 7pm**  **Required ASAP** |
| We are looking to appoint a flexible, committed and reliable site assistant to join our site team taking pride in the general maintenance, security and upkeep of our school site.  The successful candidate will be motivated and practical; you will have a sound, demonstrable knowledge of general building maintenance; good written and verbal communication skills and the ability to build relationships with staff. There will be an element of lifting and carrying in the role, previous experience of working in a school and basic computer skills would be an advantage, however full training will be given.  The Highfield School is an oversubscribed ‘good’ school with ‘outstanding’ leadership and management. You will be joining a professional, supportive team that is committed to our Cooperative Values and the wellbeing and CPD of staff. Our students are at the heart of everything we do and we encourage each of them to aim to achieve their full potential.  **For more information visit** [**www.highfield.herts.sch.uk**](http://www.highfield.herts.sch.uk) **or e-mail:** [**vacancy.support@highfield.herts.sch.uk**](mailto:vacancy.support@highfield.herts.sch.uk)  **Closing date: Tuesday 28th September 2021- midday**  **Interviews to be held on: week commencing 4th October 2021**  *The Highfield School is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.* |