

Bishop's Hatfield Girls' School

Woods Avenue, Hatfield, Herts, AL10 8NL

Tel: 01707 275331

Email: ewelsh@bishophatfield.herts.sch.uk

SITE ASSISTANT

25 – 37 hours per week – to include some evenings

Grade H2

£16,086 - £17,060 (pro-rata)

We require a reliable person to support the Business Manager in maintaining the school premises including supervision of events and activities held after school. The school is open 7 days a week, and working hours will be on a shift pattern agreed in advance which includes covering events in the evenings and weekends.

You will need to be personable, practical and well-motivated, and your duties will include:

- maintaining the general appearance and tidiness of the site
- security including locking and unlocking the site
- setting up for and clearing away after school events
- supervising community use of facilities
- undertaking planned maintenance tasks.

You should be aware of Health and Safety regulations. Previous caretaking experience is highly desirable as is the ability to work well without direct supervision. The job holder will be meeting parents and community visitors and therefore a professional and courteous manner is essential. We place great importance to the condition and appearance of the site and buildings as well as the service we provide our local clubs, so we need to appoint the right person to help us achieve a high standard. The job requires physical effort such as moving tables. Training will be provided.

We take safe-guarding of our students extremely seriously and an enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Please see the job description for more detail.

PLEASE COMPLETE THE BHGS APPLICATION FORM FOR SUPPORT STAFF ON OUR WEBSITE www.bishophatfield.herts.sch.uk. WE ARE UNABLE TO ACCEPT CVs WITHOUT A COMPLETED FORM.

Closing date: Monday 27th March 2017

Interview date: TBC