

Edwinstree Middle School

**(Voluntary Controlled C of E)
Buntingford, Hertfordshire**

**450 pupils aged 9 – 13
Urgently Required**

Site Assistant

21.5 hours Monday to Friday

Salary H1 (£8.68–£8.90phr) Depending on experience

An opportunity has arisen to join our forward thinking school. We are seeking a cheerful, self-motivated, hardworking, dependable Site Assistant to assist our Site Manager.

Responsibilities include: General maintenance and caretaking duties, security of the buildings and site, ensuring that Health & Safety requirements are met, and liaising with contractors when necessary.

Hours: 3.00pm - 6.30pm Monday to Thursday
7.30am – 11.30am & 3.00pm - 6.30 pm Friday.

We are committed to safeguarding and promoting the welfare of children and we will require the successful applicant to complete an enhanced DBS check, we will also need to obtain references in advance of any candidate short listed for interview.

If you would like to find out more, please contact Mrs P Cox, School Business Manager.

Telephone: (01763) 271446. **Email at:** admin@edwinstree.herts.sch.uk.

Website: www.edwinstree.herts.sch.uk.

Closing Date: 5th November 2018

Interview Date: TBC