

## St Cecilia's C of E Primary School

Howlett Grove, Wokingham, RG41 1BJ

### Premises Assistant

**This is a Fixed Term Role, Part-time, 52 week post**

**Start date:** As soon as possible

**Hours:** 15 hours per week, days & times to be mutually agreed

**Grade:** 3 SCP 5-6 FTE £24,790 - £25,183

**Actual Salary:** £10,049 - £10,209

St Cecilia's Church of England Primary School is a new, growing 210-place free school in Matthewsgreen, Wokingham. In September, we welcomed our first group of Nursery and Reception children whilst continuing to grow our KS2 classes.

#### The role involves:

- Security of the school building and site
- Ensuring that Health and Safety regulations are followed throughout the school
- Maintenance of the school buildings and grounds to a high standard
- Porterage duties e.g moving and unpacking delivery boxes
- Skills and experience in gardening, painting, decorating and assembling furniture
- Contribute towards the production and maintenance of school documents

#### The successful applicant should have:

- Basic Training and/or an interest in one or more of the following:
  - General Maintenance
  - Plumbing
  - Electrical/Building maintenance
  - Heating Systems
  - Grounds Work
- Computer literate with a good working knowledge of ICT including using the internet and Microsoft Office Suite.
- A friendly, positive and proactive approach to work
- The ability to work as part of a team

We welcome and encourage visits to our school, to arrange a visit please email [recruitment@st-cecilias.wokingham.sch.uk](mailto:recruitment@st-cecilias.wokingham.sch.uk)

Application forms can be found on the school website: <https://www.st-cecilias.wokingham.sch.uk/our-school/vacancies/> Applications must be submitted by email to [recruitment@st-cecilias.wokingham.sch.uk](mailto:recruitment@st-cecilias.wokingham.sch.uk) **No CVs will be accepted.**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced criminal records check.

**Closing Date:** 9am on Friday 29<sup>th</sup> November 2024

**Interviews:** TBC

*Please note applications may be considered on receipt so please get your application in early.*