



PEMBROKE
A PRIORY ACADEMY

JOB TITLE	Site Assistant
SALARY	SCP11 - £4,596 (pro rata to £17,007 per annum)
HOURS	20
PERMANENT	
START DATE	April 2019

SUPPORT STAFF

The Priory Pembroke Academy is seeking to appoint an enthusiastic, conscientious and self-motivated person who would like to provide a key role in maintaining our school site, to ensure a welcoming and safe environment for the whole school community. You will work within a team of 3 and be based at The Priory Pembroke Academy.

Duties will include:

- Locking and unlocking the school and carrying out security checks on the buildings.
- Maintenance of the property and grounds to a high standard.
- Carrying out DIY above and beyond the scope of a competent DIY person, completing more specialist work as required.
- Willingness to attend training courses including health and safety.

Previous experience is not necessary as training will be provided. The successful candidate will be required to act as a key holder.

The successful applicant will have level 1 / 2 literacy and numeracy or a willingness to work towards this and a current driving licence.

An application pack and job description is available via our website. CVs are not acceptable.

Closing date for applications: 12 noon Wednesday 6 February 2019.

Interviews: week commencing 25 February 2019.

The Priory Federation of Academies strictly adheres to the new regulations introduced on 25th May 2018 under GDPR guidelines. In order to complete your application for this position you will need to agree with our privacy statement. The privacy statement will be available for you to read when you commence your application:

<https://www.prioryacademies.co.uk/page/?title=Vacancies@pid=9>

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The position is subject to an enhanced DBS disclosure.