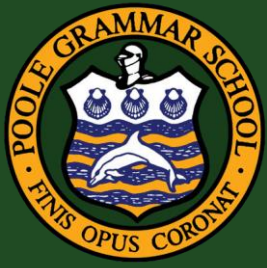


POOLE GRAMMAR SCHOOL



PREMISES ASSISTANT

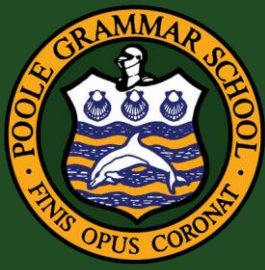
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POOLE GRAMMAR SCHOOL

Contents

Job description



Job description: Premises Assistant

Start date:	As soon as possible
Salary grade/range:	Grade B, Point 4 (£23,114 FTE)
Hours	14 hours per week, Monday to Saturday (hours are flexible)
Responsible to:	Site Manager
Responsible for:	Not applicable

Main job purpose

The main purpose of the post is to work with our premises team to look after the security of the building as well as undertaking some premises maintenance.

Main responsibilities and duties

The key responsibility is locking and alarming the buildings at the end of each day Mon-Saturday the timings on this are variable but no later than 10.00pm. In addition to this extra hours are more flexible to assist with site maintenance.

The work required to be undertaken includes:

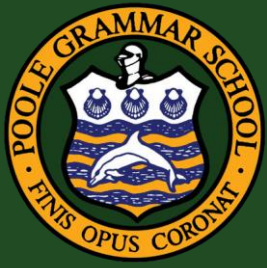
- * Security – locking up and alarming site Mon-Sat evenings
- * General day to day property and grounds maintenance tasks

Skills and Experience in:

- * General property maintenance

Types of general maintenance and grounds work (list is not exhaustive):

- Clearing leaves
- General weeding
- Clearing of astroturf
- Clearing and maintenance of long jump sand pits
- Painting of rugby and football posts
- Watering of greens and pots
- Litter picking



POOLE GRAMMAR SCHOOL

General

This job description is specific to the post of Premises Assistant. This job description is current at the date shown but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: KH

Date: June 2024



POOLE GRAMMAR SCHOOL

Application procedure

Please visit www.poolegrammar.com and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF and word version of the application form is available to download from our website. This can be emailed to the HR Department at pgshrdept@poolegrammar.com

Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in preview mode as it will not save correctly.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department.

Closing date for applications: Friday 5th July 2024

Interviews: Week Commencing: Monday 8th July 2024

Informal discussions are encouraged. Please contact Mrs H Yeo, HR Manager, to make an appointment yeoh@poolegrammar.com

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.