

Premises Assistant

School:	Hoe Valley School	Posted:	29th March 2023
Location:	Egley Road, Woking, Surrey GU22 0NH	Expires:	17th April 2023 11:59 PM
Contract Type :	Permanent	Start Date:	To Be Confirmed
Salary:	£20,000 - £24,000 per year depending on experience	Job ID:	1322720
Hours:	Full Time, Part Time		



The School

“Hoe Valley School is an inspiring environment at the heart of its community where every student’s experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential.”

The Role

We are looking for an enthusiastic, flexible and reliable candidate to join our Premises team. Tasked with ensuring the School building and its facilities are maintained to the highest standard, you will ensure that the environment is safe, secure and operational for students, staff, community users and visitors at all times.

As a Premises Assistant you will be a hands-on, can-do person with a calm sense of efficiency and organisation, together with the ability to solve problems. In ensuring the School is a clean, attractive and secure place to be, you will prioritise the educational, safety and welfare needs of our students.

You will share the School's vision and the belief that all young people can achieve at high levels and recognise the critical role that the fabric of the School plays in facilitating this.

You will ideally have experience of premises or facilities work, be aware of maintenance programmes and H&S compliance, and always carry out your work to a consistently high standard.

The role is full-time (although part-time working would be considered) 52 weeks a year. The working week is 40 hours, excluding a 30-minute lunch break. There will be a requirement to work occasional evenings to set up/clear up school events. The School would welcome applications from candidates that live within a short distance of the School.

You will have an entitlement to 25 days' holiday, which would be expected to be taken in School holidays (*days pro rata for part-time)

About You

- You will have a basic standard of numeracy and literacy skills
- You will have experience of using MS Office (Word /Excel) and/or Google Suite - (Gmail / Google Drive)
- A maintenance trade qualification is desirable, but not essential
- Ideally, you will have a good knowledge of practical applications e.g. working with tools, plumbing

Hoe Valley School is:

- An oversubscribed secondary school, which opened in September 2015 to serve the local community of South Woking
- Rated ‘Outstanding’ by Ofsted in June 2018
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be ‘work-ready’ and the traits of excellent global citizens
- Following the national curriculum offering an extended day allowing time for additional Maths and English along with time for all students to complete their homework during the compulsory day
- A Google School with ICT fully embedded in all curriculum areas
- Opening a STEAM focussed academic 6th Form in September 2023
- Committed to learning which is relevant with links to the ‘real world’ of business, higher education and the local community
- In a state of the art new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings and ultimately by trusting our staff to deliver excellent outcomes

Colleague Benefits

- Reduced gym membership at our neighbouring sports facility (Sportsbox)
- Cycle to Work Scheme
- Access to convenient and free parking

The details

Salary: £20,000 - £24,000 per annum (depending on experience)

Contract type: Full-time and Permanent (part-time working would be considered)

Working hours: 40 hours per week, across 5 days, 52 weeks per year

Holiday entitlement: 25 days per annum

Applications are considered as they are received; we reserve the right to make an appointment prior to the closing date.

Only fully completed School application forms will be accepted as valid applications. CV's will not be accepted as applications. No recruitment agencies please.

Safeguarding Statement:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced check. Applicants must have the right to work in the UK.