

# Premises Assistant

School:	St Cuthbert Mayne Catholic Junior School	Posted:	9th June 2025
		Expires:	25th June 2025
			09:00 AM
Location:	Clover Way, Gadebridge Road, Hemel Hempstead, Hertfordshire HP1 3EA	Start Date:	1st September 2025
		Job ID:	1491882
Contract Type :	Permanent		
Salary:	£10, 336 per annum (H3, point 5)		
Hours:	Part Time		



St Cuthbert Mayne Catholic Junior School

St Cuthbert Mayne Catholic Junior School, part of the All Saints Catholic Academy Trust, are recruiting for an enthusiastic, self-motivated and hardworking Premises Assistant.

Working hours : Part time - 15 hours per week, 52 weeks per year.

Annual Salary - £10, 336 (H3, point 5) including Fringe allowance

In line with ASCAT's safer recruitment procedures, all applications must be made via application form (see the documents section in this listing) which should be completed in full, including referee details. ASCAT reserves the right to reject incomplete applications.

### Why St Cuthbert Mayne?

- We believe that staff are our most precious resource - if we get it right with staff then the best possible outcomes for pupils will follow.
- We are a friendly, caring team who are supportive of one another.
- We are a popular, thriving school where all staff have a say in how to improve the working environment.
- We encourage all staff to seize the frequent and systematic opportunities to develop professionally.

### What will the successful candidate bring to the role?

- An obligation to grow and improve individually and as part of a team.
- A resilient, professional attitude, and an ability to cope with the unexpected is essential!
- Good IT skills and familiarity with premises management software would be an advantage.

### What next?

- We would strongly encourage you to visit the school and speak with the Headteacher if you are interested in applying or for more information about the role, please contact Mr Alex Sallis, Headteacher - we would love to meet you!

### Safeguarding Statement:

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem pre-employment checks as unsatisfactory.

Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE.

By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSiE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.