

## PREMISES ASSISTANT

**Full time, 37.5 hours per week, 52 weeks a year**

**The salary range is £16,481 - £17,547 Scale 3, P14-P17**

Paradigm Trust is seeking to recruit a premises assistant to work within our small premises team supporting our Ipswich based academies (Ipswich Academy, Murrayfield Primary Academy and Pipers Vale Primary Academy). The successful candidate will report directly to the Paradigm Trust premises manager.

Hours of work: Alternating morning and evening shift, 6.30am-2.30pm; 2.00pm-10.00pm

Duties include:

- opening the school ready for the school day;
- litter picking and leaf clearance;
- general cleaning duties;
- clearing and gritting pathways in inclement weather;
- carrying out and/or supervising general maintenance and repairs;
- carrying out statutory testing as instructed by the premises manager;
- setting up halls and rooms as required for school activities.
- making sure the buildings are secure for the night.

This will be a demanding, varied, enjoyable role which is highly valued by the school community. Some weekend working may be required to cover sports lettings and other school activities - these additional hours would be paid. The successful candidate must be willing to be on an out of hours call out list; additional hours are paid if a call out is required.

Ideally, applicants would have the following but training can be provided to candidates who may not have these skills but who are enthusiastic, cheerful, committed and willing to learn:

- basic knowledge of computers and report writing;
- strong and effective communication skills;
- driving licence;
- general skills in plumbing, mechanical, and electrical maintenance;
- the ability to work on their own initiative;
- excellent organisational skills;
- basic literacy and numeracy skills;
- experience in a similar role would be beneficial for this job.

All applicants must have due regard for safeguarding and promoting the welfare of children and young people, and if successful will be required to comply with the Trust's safeguarding policies and procedures. The successful candidate will have to pass a DBS check before starting and if successful will be required to comply with the Trust's safeguarding policies and procedures.

A job description, including a person specification, application form and employment monitoring form are attached and also available from our website [ipswichacademy.paradigmtrust.org](http://ipswichacademy.paradigmtrust.org).

Completed applications should be returned by email to Mary Williamson, HR Officer at [hr@paradigmtrust.org](mailto:hr@paradigmtrust.org).

**Closing date for applications:** Friday, 24<sup>th</sup> November 2017 at 9.00am

**Interview date/times:** Tuesday, 28<sup>th</sup> November 2017 (times to be advised on 27<sup>th</sup> November)