

School Facilities Assistant

Starting ASAP

ElmWey Pay 4 £22,475- £24,193 FTE

Full-time Mon – Fri (Term-time only possible)

ElmWey Learning Trust is a multi-academy trust, comprising two local secondary schools including Heathside Walton-on-Thames, a brand new, state of the art secondary school.

We are currently recruiting a Facilities Assistant to join our team at Heathside, Walton-on-Thames. This role will play a key part in maintaining our brand-new state of the art school and ensure the school environment is welcoming, clean, safe and secure. Successful candidates will be self-motivated, reliable, organised, computer literate and hardworking. Full training will be provided.

Core responsibilities of the role include:

- assisting with security arrangements including opening and closing the site
- moving heavy items including deliveries and furniture, setting up and clearing away after school events
- assisting community users with lettings
- general maintenance, including scheduled maintenance and repairs, leaf clearing, litter picking and cleaning tasks
- assisting with health and safety checks and tasks and recording progress using online system

In return ElmWey Learning Trust offers:

- On-the- job training, apprenticeship programmes related to the role where appropriate
- Local Government Pension Scheme, including generous employer contributions
- On-site parking
- Friendly and welcoming team

Further details can be found on the school's website: <https://www.heathsidewalton.org/>

To apply please send a fully completed application form to:

jobapplications@heathside.surrey.sch.uk.

Please note CVs cannot be accepted. Applications will be considered as they are received.

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure with Children's Barred List check. Committed to equal opportunities, we welcome applications from all sections of the community.

