



# SITE ASSISTANT / MANAGER



This is an amazing opportunity to join us on our journey of rapid improvement to become the school of choice within the community. Our School Values of Respect, Hard Work and Progress are embedded into school life. The ideal applicant will be an adaptable, keen and enthusiastic person with excellent interpersonal skills. You will be practical, proactive and professional, have the ability to develop and maintain good relationships with staff and external customers of all levels. Be customer service focussed, a solution finder with patience, tact and a methodical organised approach to your duties. DIY, practical or building skills are preferable. Weekend cover for school site lettings and whole Estate needs is a requirement of this role. This role is fully hands-on along with line management responsibility with amazing potential to grow within ALET. We are seeking an enthusiastic Site Manager who has the experience to develop this role or an experienced and skilled site assistant who has the ability, experience and skills set to progress to the Managerial post within this successful and highly collaborative Multi Academy Trust.

## ***PLEASE DO COME AND LOOK AROUND!***

Theale Green School is a vibrant secondary school in West Berkshire which joined the Activate Learning Education Trust on 1 April 2018, as we continue in our second year as part of ALET, this is an excellent time to join an up-and-coming school within a well-respected and rapidly expanding Multi Academy Trust.

We are seeking a Site Assistant / Manager:

- With a natural passion for working to high standards with pride in their role and work
- Be proactive, motivated and capable of working as part of a team
- Be able to work on their own initiative
- Be patient and resilient
- Support all safeguarding policies and procedures at all times

Post:	Full time 37 hours per week these hours are on a shift basis which includes some evening and weekend commitments
Start date:	February 2020
Contract:	Permanent
Salary:	GRADE C – G dependent on experience to a maximum of £26738.00 (onsite accommodation is available (if required) the rent subsidised from the salary)

Theale Green School is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service. Informal visits and conversations about the post are most welcome; please contact Anita McIntyre, HR Manager, on 0118 930 8510 or by email to [recruitment@thealegreen.w-berks.sch.uk](mailto:recruitment@thealegreen.w-berks.sch.uk)

Closing date: 9.00am on Tuesday 25<sup>th</sup> February 2020

Interviews: Interviews on Tuesday 3<sup>rd</sup> March 2020



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Applications to be made on TGS application form (please see our TGS website for more details) and sent to Anita McIntyre (HR Manager) [recruitment@thealegreen.w-berks.sch.uk](mailto:recruitment@thealegreen.w-berks.sch.uk) or by post to Theale Green School, Church Street, Theale, RG7 5DA