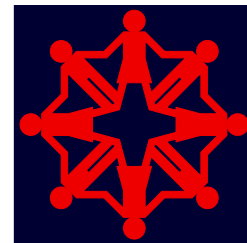


All Saints C of E Primary School

Upper Beulah Hill, Upper Norwood, London SE19 3LG
Tel: 0208 771 9388 Fax: 020 8653 5466
Email: admin@allsaintsschool.croydon.sch.uk



Headteacher: Mrs Josephine Copeland MA

All believing, all achieving

Premises Assistants x 2 Roles
Monday – Friday
Plus overtime for weekend lettings
Grade 4 Scale point 8 – 10
Salary: £28,272 - £29,139 per annum
1 Full Time - 36hrs Per Week All Year Round
1 Part Time 18hrs Per Week – Term Time Only

Are you proactive, conscientious and keen to work as our school Premises Assistant?

Are you good at DIY or gardening? You may have plumbing, roofing or electrician experience? You may be the person we are looking for!

You will play a key role in maintaining our school site and grounds, and to ensure a clean, welcoming and safe environment for the whole school community.

Duties will include:

- Locking and unlocking the school, carrying out security checks
- Maintaining a safe, clean, efficient functioning environment of school and grounds
- Carry out and record basic checks including health and safety
- Monitor site stock and assist in ordering supplies
- Support the maintenance of property and grounds including liaison with contractors
- Experience of DIY and ability to carry out minor repairs, general maintenance, plumbing, decorating and gardening
- Undertake cleaning duties as required, and liaise with our cleaning contractor
- Willingness to attend all relevant training courses as part of your ongoing professional development
- Working in partnership with our Admin team and all staff

We will offer you:

- An enthusiastic, supportive and forward thinking staff team
- An inclusive and diverse school community – still easy to get into London and all the famous landmarks!
- A huge green out door space ready to be utilized and explored through a creative curriculum
- Supportive Governors and parents
- A firm commitment to your professional development

Visits are warmly welcomed and encouraged.

To make an appointment to visit the school and to receive an application pack, please contact:
Zarah Persaud (School Business Manager): SBM@allsaintsschool.croydon.sch.uk on 020 8771 3988.

Closing date for applications is Sunday 14th July 2024
Please send applications to Zarah Persaud via email or post to the address above
Shortlisting will be held on Monday 15th July 2024
Interviews will be on Thursday 18th July 2024

All Saints' C of E Primary School is committed to the safeguarding of children; all appointments are subject to a satisfactory enhanced DBS check.

All Saints' C of E Primary School is committed to the principle of equality of opportunity.