



## **SITE ASSISTANT (Part-Time)**

**Grade D, Points 3-4 (£14,647 to £14,939 Actual)  
30 hours per week / 52 weeks per year**

We are seeking a Site Assistant to join our purposeful and collaborative team. Duties will include supporting the smooth operation of the site, including unlocking or locking up, porter duties, assisting with maintenance work and keeping the site clean and tidy.

This is a permanent post. The hours of duty are 12.30pm to 7.00pm with a 30-minute unpaid break. This will be for 52 weeks of the year with a holiday entitlement of 25 days plus all statutory days. It is anticipated that the majority of holidays will be taken during the school holidays, however, non-teaching staff on 52 week contracts are permitted to take up to half of their annual leave entitlement during term time.

There may be an opportunity for the hours of duty to be flexible during school holiday periods.

For an application form and further details please visit the [vacancies](http://www.latimer.org.uk) page on our website [www.latimer.org.uk](http://www.latimer.org.uk). Alternatively, please email [vacancies@latimer.org.uk](mailto:vacancies@latimer.org.uk).

Please note we do not accept CVs as part of our application process.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

The Latimer Arts College values the diversity of our workforce and welcomes applications from all sectors of the community.

***Closing date for applications: 10.00 am on Monday 29 June 2020***