



## **TEMPORARY SITE ASSISTANT**

**Grade F, Points 6-7 (£25,989 to £26,403 Actual)**

**37 hours per week / 52 weeks per year**

We are seeking a Site Assistant to join our busy and purposeful Estates team. Duties will include supporting the smooth operation of the site, including keeping the site clean and tidy, general repairs and maintenance work. The person we are seeking can replace a broken socket, fix a leaking tap, repair a hole in a wall and unblock a toilet.

This is a temporary post but could lead to a permanent role. The hours of duty are 09.00 to 17.00 (with a 30 minute unpaid break). This will be for 52 weeks of the year with a holiday entitlement of 26 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, subject to cover.

There may be an opportunity for the role to be part time or for the hours of duty to be flexible.

For an informal chat regarding this role, contact Lisa Fleckney, Business Manager, on 01536 720300 or email [lfleckney@latimer.org.uk](mailto:lfleckney@latimer.org.uk).

For an application form and further details please visit the [vacancies](#) 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.*