



Park Community School, Middle Park Way, Havant, Hampshire PO9 4BU

SITE ASSISTANT REQUIRED

37 hours per week, 52 weeks per year

On a 4 week rolling shift rota which includes daytime, evenings and weekends

Salary: Grade C (£15,909-£17,758) plus 14% shift allowance

Initially offered on a fixed term contract of one year

We require someone with enthusiasm, initiative, customer service skills and who is a good team player, to assist with the maintenance of the buildings, grounds and equipment on the site. Ideally you will have a good basic level of practical skills to enable you to carry out minor repairs to buildings and equipment. You will be required to ensure the site and facilities are clean and meet the standards required for school use, community purposes and lettings and assist in the overseeing of some events. Some general paperwork will be involved, i.e. stock control and general record keeping.

A full clean driving license is essential. This position requires someone who is physically fit due to the nature of the work. Some ICT skills are desirable but not essential as training will be given.

Local Duties

- To open and secure the site to meet the needs of the business.
- To work on a rolling rota basis, covering others' holidays and changing shifts, if necessary, to meet the needs of the business.
- To ensure that health and safety inspections are done twice a day and any faults arising are noted and actioned.
- To provide all round customer care to users of the site at all times.
- To set up for all requirements for school and community needs.
- To work at our other sites which include the Farm, Apex Centre, and PDP unit as required.
- To work on leisure events around the community, including the setting up of the skating rink and catering opportunities as required.
- To maintain the fleet of vehicles.
- There is the opportunity to be Midas trained and on occasions take staff and students on school visits.
- To ensure the site is litter free at all times.
- To carry out gate, break and lunch duties as required.
- To be an exam invigilator if required.
- To maintain the synthetic turf pitch (STP), be in attendance for the pay to play activity.

To apply for this position, please download an application form from www.pcs.hants.sch.uk or e-mail recruitment@pcs.hants.sch.uk to request an application form. We look forward to hearing from you.

Closing date for applications: Monday, 25 July 2016

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks.