

### **Premises Assistant – Full Time**

£18,594-£21,796 pa Salary will depend on experience

35 hours per week (Grade SP5)/ 52 weeks per year/ shift pattern on rota basis (7am – 3pm & 1pm – 9pm)

24 days holiday rising to 28 days holiday on completion of 5 years' service

We are looking for an energetic and enthusiastic Premises Assistant. The ideal applicant will have previous experience of working in a similar role with an ability to assist the Premises Manager in the efficient maintenance of the school site, fabric, fixtures, furniture and fittings, and to deputise for the Premises Manager during his absence. It is essential that the postholder's time keeping is meticulous and they should possess good communication skills. If you enjoy working in a team and have the ability to offer excellent practical support, we would love to hear from you.

Interested candidates should complete an application form, which can be downloaded below. Application forms should be emailed to [vacancies@eehs.surrey.sch.uk](mailto:vacancies@eehs.surrey.sch.uk). Please note that CVs are not accepted.

A full pack of details is available to download from the school website [www.epsomandewellhighschool.com](http://www.epsomandewellhighschool.com)

The closing date for applications is 12.00 noon on Friday, 4<sup>th</sup> May 2018.

Shortlisting will take place on Friday, 4<sup>th</sup> May 2018.

Interviews will take place on Thursday, 10<sup>th</sup> May 2018.

Epsom and Ewell High School is committed to safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.