



St. Jude's Church of England Primary School

A Village School in the Heart of the City

Headteacher: Ms Fay Bucknall B.Ed. NPQH

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Job Advert

Premises Assistant

Salary - Grade 2 £8,477

17 ½ hours per week – all year round

St. Jude's Church of England Primary is looking to appoint an enthusiastic and well motivated Premises Assistant to join our Premises Team and to assist our Premises Officer. You will need to be flexible in your approach and able to work effectively alone or as part of the team.

Whilst previous experience in a similar field would be beneficial it is not essential as training will be provided for the right applicant.

Core hours of work for this position will be 3 ½ hours per day, 3.30pm to 7.00pm Monday to Friday. Some Flexibility will be needed and occasional Saturday working may be required.

We are looking for:

- an enthusiastic Premises Assistant who is confident and has the ability to work on their own initiative
- someone who has excellent interpersonal skills with pupils, staff and parents
- somebody who can contribute to a dynamic and hard working team

Our school:

- has excellent and supportive middle and senior leaders
- is committed to supporting continuous professional development
- has a team of staff that is recognised for its enthusiastic, friendly and rigorous approach to teaching and learning

To arrange a visit and to receive an application pack, please contact Mrs Denise Hawkes, the School's Administrator Manager on office@st-judes.southwark.sch.uk or 020 7928 5484. Our children are looking forward to meeting you.

The closing date for applications is Wednesday 23rd March 2016 at 5.00pm

Shortlisting is on Thursday 24th March 2016.

The interview process will take place on Wednesday 13th April 2016.

St. Jude's Church of England is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful candidate and safer recruitment procedures will be used in the process.

