



Site Assistant

Closing date: 11th October 2024
Interview date: TBC
Contract/Hours: Permanent, Full-time
Salary Type: Grade B / Grade C £23,350 - £24,791
Hours of Work: 38pw
Mon/Thurs 08.30- 16.00, Weds 08.30 – 17.30 Tues 08.30 – 17.00
Fri 08.30 – 16.30 (Hours non-negotiable)
Location of Role: The Bridge Education Centre

The Bridge Education Centre are seeking to appoint an enthusiastic person to join our Site team to undertake a range of duties with regards to the grounds, buildings, environment and maintaining the health, safety and security of site users.

As a Site Assistant you will work under the direction of the Site Manager to provide a safe working environment for staff and students.

Essential

Suitable Secondary Qualifications

Desirable qualifications

A valid driving licence and access to a vehicle is desirable as the role may include some driving.

Responsibilities

- Ensuring essential works and maintenance work are completed.
- Ensure the premises are presented at their best at all times.
Ensure compliance with Health & Safety requirements.
- Support teaching colleagues with the operational aspects of student learning as required.

Essential knowledge, skills and experience

- Ability to organise and prioritise your own workload whilst working alone or as part of a team
- PC skills, including Word and Excel
- Excellent health and attendance record
- Highly developed organisational skills
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Personal skills

- Be energetic and enthusiastic
- Be resilient, forward thinking and adaptable
- Demonstrate honest empathic behaviour
- Possess good organisational skills both written and verbal
- Willingness to learn and update training

The child lies at the heart of our practice and you would be able to demonstrate: unconditional positive regard, academic excellence, the highest expectations for the children and yourself.

If you possess what it takes to make a difference and you will have a willingness to develop your own practice in line with our ethos of continuous improvement we want to hear from you.

The Bridge Education centre has the highest reputation for improving the lives of children in difficult circumstances, with an excellent proven record.

Application Procedure

An application form and job specification can be obtained by email office.bridge@bec.hants.sch.uk, from the school website www.bec-hants.co.uk, or by telephone on 02382 515567.

Safer Recruitment

The Bridge Education Centre and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

If you have any further enquiries about this post, please do not hesitate to contact Chantelle Holman HR / Administration Manager 02382 515567