



Dorchester Primary School

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Headteacher – Mr S. Mills BA (Hons), NPQH
Deputy Head – Mrs N. Van Der Walt BA (Hons), PGCE



Premise Assistant – Grade 2 SCP 1-3 (£17,842-18,562 pro rata – actual salary £10,079)
25hours per week
9:00am-2:00pm (Mon-Fri but will require some flexibility)
Fixed-term until 31/08/2021 initially
Term-time only (190days per year)
Start Date: as soon as possible

We are looking for a motivated individual to join our team as a Premise Assistant. This new post is to assist the Premise Manager and Headteacher with the maintenance of the school site.

We are a large, complex site comprising of Dorchester Primary School, Brightstart Nursery, Tweendykes 'Little Stars' and Hull SCITT. The main building was built in the 1970s and there have been several additions since.

The role will be varied and will include a range of different daily and weekly tasks, as directed by the site manager and headteacher. You will be joining a large, committed team and will be expected to contribute to the success of the school.

You will need to be flexible and adapt to the needs of the school – this may involve a change in hours at short notice.

We are looking for somebody who ideally has a background in the maintenance of buildings and/or a specific trade such as painter/decorator, carpenter etc.

The successful candidates will:

- Understand and have due regard for health and safety.
- Promote the safeguarding and welfare of all children.
- Undertake any training as directed by the headteacher.
- Take responsibility for the safety of the site, alongside the site manager.
- Open and close the site, in the absence of the premise manager.
- Communicate any issues with the site manager and/or headteacher to ensure a quick resolution.

We can offer:

- A varied role where you can utilise your existing skills.
- Hard-working, motivated and knowledgeable staff, who work together in the best interests of children
- Opportunities to work with colleagues across our schools
- Investment in your development, through targeted CPD

If you would like to discuss the post further, or to arrange a visit to our school (COVID-19 permitting), please contact Mr Stuart Mills, Headteacher on 01482 825207

Closing Date: Thursday 3rd December 2020 @ 12:00noon

Shortlisting: Friday 4th December 2020

Interviews to be held: w/c Monday 7th December 2020

