



Premises Assistant

Meath School, Ottershaw, Nr Woking, Surrey
Circa £21,000 per annum, depending on experience
40 hours per week, Monday to Friday
Full-time, Permanent contract

We are looking for an enthusiastic, flexible and reliable candidate to join our Premises Team. You will be tasked with ensuring that the school building and its facilities are maintained to the highest standard and that the environment is safe, secure and fully operational for children, staff and visitors at all times.

You will be required to demonstrate initiative and clear understanding of health and safety in the workplace. You will possess the ability to effectively communicate with a range of people, varying from staff and children. You will already have experience delivering maintenance schedules for future planning and development.

This is a role that requires the ability to organise, plan and communicate effectively with staff and colleagues. This would include the ability to undertake jobs from a daily list and be responsive to emergency situations as they arise. Confidence and the ability to plan work schedules effectively on a daily basis are key attributes. Good communication skills are essential as staff may be reporting problems directly. The use of email and radio communication will also form part of the role.

You will need to hold a valid driving license and be able to drive the school mini bus.

I CAN is committed to safeguarding and promoting the welfare of young people and we carry out appropriate vetting and verification of qualifications, employment history and experience on all our people. This role is subject to an enhanced DBS and barred list check.

To apply and for full details on the post, please download an application form from www.ican.org.uk/working-for-us Please send your completed application form to jobs@ican.org.uk I CAN reserves the right to close this advert early should an appointment be made before the closing date. Candidates are encouraged to apply as soon as possible.

Closing date: 9am, Wednesday 18 July 2018

I CAN is committed to equality of opportunity in employment.