

OLD PARK PRIMARY SCHOOL

Dream, believe, inspire, achieve



Headteacher: Mrs T Boddington
school.office@oldparkprimary.com

Old Park Road
Wednesbury
West Midlands
WS10 9LX
Tel: 0121 526 2669

VACANCY

Site Assistant

Grade: Grade B - £ 22,737-£23,114

Full time (inc split shifts)

Hours: 37 hours per week

Weekly hours are to suit the need of the school, these would include split shifts, a working week may look like the following:

Monday - (Split) 6.25am - 9.25am and 2.00pm - 6pm

Tuesday- 10.00am - 6.00pm (inc unpaid break of 30 minutes)

Wednesday - (Split) 6.25am - 9.25am and 1.00pm - 6.00pm (7hr 5 min)

Thursday- 10.00am - 6.00pm (inc unpaid break of 30 minutes)

Friday - (Split) 6.25am - 8.55am and 1.30pm - 6.00pm

This is a 19 month Fixed Term position from July 2024 to 31st Jan 2026

The role is for 52 weeks of the year (some holidays are set during periods where the school does not open in school holidays, the remaining holiday entitlement can be requested during school holiday periods.

Required to start in July subject to satisfactory clearances.

The Governors wish to recruit a Site Assistant to provide support to the school site staff to improve and maintain our site facilities. The post will support our commitment to provide a safe environment in which to work and learn.

The successful candidate will:

- Have a general knowledge of site maintenance
- Have a general knowledge of health and safety issues in schools
- Be enthusiastic and committed to learning new skills
- Be a team player who can also use their own initiative

OLD PARK PRIMARY SCHOOL

Dream, believe, inspire, achieve



In return we can offer:

- A welcoming and supportive staff team who work in imaginative and collaborative ways.
- A committed Governing Body who makes a great investment in professional development.
- A vibrant indoor and outdoor learning environment
- A chance to make a difference to young lives.

We are an outstanding school (OfSTED November 2008 and May 2013) with the school's contribution to local community cohesion and commitment to inclusivity being exemplary. It is staffed by people who give the highest quality of care and education to our pupils and give support and guidance to families.

Old Park is the site for the Wednesbury North Spoke Hub which offers a wide range of family and community support.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

If you are a committed and skilled person with energy and a desire to learn please contact the school for further details and an application form.

Visits to the school are welcomed. Please contact the school to arrange a visit.

Application packs are available by contacting the Administration Team in school on 0121-526-2669, email school.office@oldparkprimary.com, via our school website www.oldparkprimary.com or download from WM Jobs.

Closing date: Monday 20th May 2024 at midday

Interviews: Thursday 23rd May 2024

The school has a duty to safeguard our children and therefore expects all staff to adhere to our Safeguarding Policy and participate in annual safeguarding training.

As part of the appointment procedure all staff have to undergo a DBS disclosure which will report cautions as well as convictions.

If you are shortlisted for the position, we will also conduct an online search.

You can view our current Safeguarding Policy on our school website.