



Comberton Village College
West Street
Comberton
Cambridgeshire
CB23 7DU

Tel: 01223 262503
Email: personnel@combertonvc.org
Website: www.combertonvc.org

Site Assistant

Grade 1 (SCP 1 – 4) £17,364 - £18,426 FTE Actual £7,786.73
20 hours per week (10:00 to 14:00 Monday to Friday), term time only
Required – ASAP

Comberton Village College is looking to appoint a hardworking, honest and enthusiastic part-time Site Assistant to assist the Site Team in providing a comprehensive site management service within a busy school. The individual will be responsible for site tasks and all areas of the college but can expect to assist the Campus Manager in a full range of site duties and any appropriate work within the college.

Key duties within this role include but are not limited to:

- Assist Duty Site Managers in ensuring that the college site and grounds, including extended college facilities, are maintained in a safe, clean and secure condition
- Set up for exams, lunchtimes, training, events and other functions as directed
- Under the direction of the Campus Manager undertake appropriate maintenance, painting, decoration and repairs as required
- Collect and assemble waste for collection
- Carry out cleaning / litter-picking duties as required
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post defined.

For further details and an application form please visit our website www.combertonvc.org

To apply for this position please submit an application form and covering letter to Mrs L Atherton, HR Manager, via email on personnel@combertonvc.org by midday on **Friday, 31st January 2020**. Please note that we do not accept applications by CV. It is anticipated that interviews will be arranged for 11th or 12th February 2020.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire.