**Site Assistant**

**Permanent**

**Working hours 36 P/W 52 Weeks per year**

**Actual Salary Range Scale 3 SP5-6 £27,030-£27,438**

Fortismere is a high-attaining, mixed foundation secondary school in the heart of Muswell Hill, North London with a strong tradition of excellence. The Co-headteachers are looking to appoint a Site Assistant to join our Premises Team. The successful candidate will be resourceful, knowledgeable, and able maintain the highest standards of repair, cleanliness, and security in our busy school environment.

This an exciting opportunity to be part of the operations team working closely with the Director of Operations and Facilities Manager. You will need to ensure that the schools buildings, site, and furnishings are safe, secure, and maintained to Health and Safety standards.

As a Site Assistant, you will also need to ensure the opening and closing of the school buildings, which will be managed on a rotational basis by the Site Manager between yourself and three other Site Assistant, so you must be flexible as hours could change to accommodate the needs of the school.

The successful candidate will have:

* Knowledge in general maintenance of buildings, DIY, repairs and decoration, cleaning, and general porterage
* A good level of understanding of Health and Safety regulations and how to apply them
* A relevant qualification or working towards one in School Site Management
* The ability to maintain a calm and productive manner with all stakeholders across the school
* Have knowledge of Fire procedures, First Aid procedures and Health and Safety

We can offer:

* A friendly work environment and a supportive team
* Pension, Cycle scheme, Season ticket loan, Tech scheme, EAP
* Continuous CPD
* Happy and confident children who enjoy being at school
* A committed Governing Body and an experienced and committed leadership team

Candidates are encouraged to visit the school by prior arrangement. Please contact the Director of Operations Miss L Prodromou on [LProdromou@fortismere.org.uk](mailto:LProdromou@fortismere.org.uk) for further information or a visit.

*Fortismere School is committed to Safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. This post is subject to an enhanced DBS check.*

Closing date for applications is 29th April 2024 12pm

Interview date w/c 6th May 2024