

## FURTHER INFORMATION SITE ASSISTANT / CARETAKER

### **The Post:**

We wish to appoint a Site Assistant to join the Estates Team, undertaking a wide range of tasks associated with the upkeep of the College accommodation and grounds. We are looking for someone who is flexible in their approach and who can turn their hand to a variety of activities in order to keep the College campus looking at its best. The ability to offer a trade skill, such as plumbing, electrics or carpentry, would be an advantage.

The main duties of the Site Assistant are:

- Security duties, including locking and unlocking rooms and main doors, setting the alarm system and being a designated key holder
- Maintenance, including doing small repair jobs around the College
- Grounds maintenance, including helping to maintain the College site and its immediate surroundings in as presentable a condition as possible
- Supervision of outside contractors and other workmen/women on site
- General caretaking duties including clearing up after students and events
- Porterage, including moving furniture, dealing with goods inward and any other similar items

Please refer to the Job Description for further details.

### **Hours:**

This is a full-time shift work post of 40 hours per week, (Mon & Wed 8am–5pm, Tues 6.45am–3.45pm, Thurs 1pm–10pm and Fri 12noon–9pm), cover for key College events will require some flexibility. The shift pattern will also include covering a rota for weekend cover and out of hours call outs (for which overtime payments will be made), and will vary during the College holiday periods.

### **Salary:**

Full time salary of £21,784 per annum inclusive of fringe area allowance.

### **College Year:**

The College year runs for a period of twelve months from 1<sup>st</sup> September–31<sup>st</sup> August, with the Autumn term often starting in the last week of August.

### **Annual Leave:**

22 days plus bank/public holidays.

**Applications:** Completed application forms should be returned to:

The Personnel Manager  
Esher College  
Weston Green Road  
Thames Ditton  
Surrey KT7 0JB

Email: [jobs@esher.ac.uk](mailto:jobs@esher.ac.uk)

**Closing Date:** 9am, Monday 4<sup>th</sup> November 2019

**Interviews:** To be held on Friday 8<sup>th</sup> November 2019