

FURTHER INFORMATION
SITE ASSISTANT / CARETAKER

25 hours per week x 39 weeks per year (plus one weekend in four as part of a rota)

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 external contractors and other workmen/women on site
- General caretaking duties including clearing up after students and events
- Portering, 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 part-time, term time post of 25 hours per week, (Term time - Mon to Thurs 5pm -10pm, Fri 4pm–9pm), cover for key College events will require some flexibility. The role may also include covering a rota for weekend cover (approx. 1 in 4 weekends) and out of hours call outs (for which overtime payments will be made). Optional additional hours may be available during College holidays, but within the hours of 7.30am to 4.30pm.

Salary:

Full time salary of £12,376 per annum inclusive of fringe area allowance (weekend hours paid as overtime).

College Year:

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

Applications: Completed application forms should be returned to:

The Personnel Manager
Esher Sixth Form College
Weston Green Road
Thames Ditton

Surrey KT7 0JB

Email: jobs@esher.ac.uk

Closing Date: 12 noon, Friday 24th September 2021
Interviews: w/c 27th September 2021