

## Heston Community School



**Role :** Premises and Facilities Assistant (Casual Staff)

**Reporting to:** Academy Business Manager  
(directed by Facilities and Site Manager)

**Payscale** £9.94 per hour

**Working Time:** As requested on an *ad hoc* shift basis

Opening Hours are between 5am and 10pm  
Assistant operating hours may vary according to need.

Cover may be required for other staff during holidays, sickness and busy periods, subject to business needs.

During School Holidays the working pattern will be as directed by the Premises and Facilities Manager, usually between the hours of 07:00 and 17:00.

**Location:** Heston Community School

**Start Date:** ASAP subject to Safeguarding Checks and References

### Summary of Details:

Heston Community School is a successful, vibrant, happy and oversubscribed school where 'students behave well and the vast majority are keen learners' [Ofsted, 2016]. The School is looking to appoint a permanent Premises Facilities Assistant to join our large site team.

The successful candidate will possess excellent organisational, administrative, communication and IT skills; to provide a professional, comprehensive and high quality service to Heston Community School.

We place great store on staff development, at all levels, with an extensive programme of professional development which offers a whole range of opportunities for colleagues to develop their potential within and beyond Heston.

We believe that schools 'can' and 'do' make a difference and change lives and that the most important resource in any school is its staff.

Please visit our website [www.hestoncommunityschool.co.uk](http://www.hestoncommunityschool.co.uk) or email Sonia Dosanjh (sdosanjh@hestoncs.org) for an application pack.

**Closing Date: 29<sup>th</sup> September 2017**

**Interview Date: 4<sup>th</sup> October 2017 (or earlier for suitable candidates)**

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*