



**Bishop Winnington Ingram, St. Mary's and Holy Trinity
Church of England Primary Schools**
Executive Headteacher: Mrs Rachel Blake

Premise Support Assistant – 17.5 hours Fixed Term Contract

We are seeking a reliable and enthusiastic Premises Support Assistant to join our team. This is an **entry-level position** with full training and ongoing support provided. This is an ideal opportunity for someone looking to gain experience in premises management, site safety, and general maintenance.

Role Details:

Location: Across our partnership of primary schools, beginning in November 2025.

- All year round (52 weeks per year)
- Monday to Friday 7am-10.30am daily
- **Contract:** Fixed Term initially for one year, with the potential for extension.
- **Pay Scale:** *Scale 2*

Key Responsibilities:

- General maintenance and repair work across school facilities
- Ensuring health and safety standards are met
- Groundskeeping (leaf collection) and waste management
- Basic security duties, including locking/unlocking buildings
- Assisting with school events setup and breakdown

Requirements:

- Flexibility to work across multiple schools as needed
- Experience in caretaking or general maintenance preferred
- Good communication skills and a proactive attitude
- Able to drive between sites

Join us in creating a safe, welcoming environment for our pupils. To apply please complete the application form and email to admin@holytrinitynorthwood.org

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.
