



## Parkwood Hall

CO-OPERATIVE ACADEMY

### Site Assistant x 2

**Actual Salary: £17,366 - £18,357 per annum.**

**Including Outer London Fringe Allowance.**

**NJC scales 3 Spinal Points 14 – 17.**

**36 hours per week, 52 weeks per year.**

**Start Date: ASAP Permanent position.**

Parkwood Hall Co-operative Academy is a State Funded Residential / Day Special School for boys & girls aged 8 to 19, with moderate to severe learning difficulties and additional, often complex, needs. We have recently converted to become a stand-alone academy as part of the Schools Co-operative Society.

We need two Site Assistants to work under the direction of the Site Manager to ensure that the school's buildings, site, and furnishings are safe, secure and maintained to Health and Safety standards and to expected standards of the Governing Body.

Applicants will be expected to hold a relevant qualification equivalent to NVQ level 3 or be able and prepared to work towards acquiring one within three months of starting work at Parkwood Hall Co-operative Academy.

The core hours of this job are 08.00 – 17.00. Monday to Friday

All posts at Parkwood Hall Co-operative Academy are subject to references, enhanced clearance from the DBS and a 6-month probation period.

Application forms and information can be found at [www.parkwoodhall.co.uk](http://www.parkwoodhall.co.uk) Please note that CVs alone cannot be considered, you need to complete the application form.

For further information contact [info@parkwoodhall.co.uk](mailto:info@parkwoodhall.co.uk)

**Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

Applications are encouraged from black and ethnic minority candidates and from men, as these groups are under-represented on the school's staff. (Race Relations Act sections 35-38 apply).

These positions are exempt from the Rehabilitation of Offenders Act 1974 and DBS Disclosure is required.

Closing date:	23rd March 2018 - Noon
Shortlisted candidates visit at	28 <sup>th</sup> March 4pm
Interview date:	19 <sup>th</sup> April 2018