



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 and general caretaking duties, including doing small repair jobs around the College, and clearing up after students and events
- 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
- 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 full time shift work post of 40 hours per week, (Week 1: Mon to Fri 6.30am to 3.30pm, Week 2: Mon to Fri 1pm to 10pm), cover for key College events will require some flexibility. The shift pattern will also include covering a rota for weekend cover (approx. 1 in 4 weekends for which overtime payments will be made). Hours change during College holidays to between 7.30am and 4.30pm.

Salary:

Actual salary of £28,149 per annum inclusive of fringe area allowance, overtime is in addition.

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.

Annual Leave: 22 days plus bank / public holidays

Applications: Completed application forms should be returned to:

The HR Manager
Esher Sixth Form College
Weston Green Road
Thames Ditton
Surrey KT7 0JB

Email: jobs@esher.ac.uk

Closing Date: Tuesday 6th February 2024

(We reserve the right to close this recruitment process before the advertised date)

Interviews: Thursday 8th February 2024

