



Job Title: Site Assistant

Grade: Grade 4 Points 7-10 £25,584 to £26,835 pro rata

Contract: Permanent

Hours: 25 hours per week (Other than emergency responses, the post-holder may work the required hours flexibly, although this will generally be expected to be outside of core school hours (08:00 – 14:00), for the purpose of student safety.)

Start Date: 1st February 2025

The Altus School is looking for a Site Assistant to ensure a safe, secure and well-maintained environment for staff and students, working across all Altus School centres (Gloucester, Cheltenham and Stroud).

Key responsibilities include:

Premises maintenance:

- General DIY - first line maintenance of fixtures and fittings, eg repairs of internal doors and classroom furniture, boarding broken windows, fitting
- display boards, minor tiling and plastering work
- Plumbing – eg un-blocking sinks, traps and waste pipes, replacing tap washers
- Minor Electrical – eg replacing lamps and lightbulbs
- Painting and decorating – ad hoc and planned programmes, as required

Grounds maintenance:

- Keeping gullies, gutters, drains, etc free from debris and maintaining appearance of school grounds (leaves and litter removal)
- Ensuring clear and safe pedestrian access to the school sites, particularly in adverse weather conditions (eg clearing snow, gritting)

To apply please complete a Gloucestershire County Council application form and return to Kate Williams, HR & Admin Lead, via email: kate.williams@altusschool.org.uk

Closing date for applications: 25.01.2025

Interview date: tba

The Altus School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure and Barring Service Enhanced checks and satisfactory references.

We take up references prior to interview and all appointments are subject to a police check in accordance with the Rehabilitation of Offenders Act 1974, which requires the disclosure of criminal background of those with access to children. To comply with the Asylum and Immigration Act 1996 we request candidates bring with them to interview evidence of their right to employment in the United Kingdom.