



Diocese of Northampton  
**St Louis Catholic Primary School**  
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## Vacancies for Premises Assistants (3 positions)

### St Louis Catholic Primary School, Aylesbury

Due to the reorganisation of our Premises team we have we have opportunities to join our school staff. Although these positions are being offered separately it may be possible for one person to combine two or more of the roles. You should be hardworking, physically active and able to get to our school at unsociable times. You should have good people skills and able to liaise with other school staff including other premises staff, school leaders and the office team. For vacancy 3 you must have general maintenance skills.

#### Summary of roles:

**Premises Assistant ( Vacancy 1 )** : Fixed Term or Permanent

**Working Hours:** 5 hours per week in the mornings (term time only) 6.15am – 7.15am

**Principal role:** Opening the school, tidying site e.g. sweeping leaves, spreading salt etc

**Premises Assistant (Vacancy 2)** : Fixed Term or Permanent

**Working Hours:** 5 hours per week in the evenings (term time only) hours vary depending on lettings, meetings etc (flexible between 6pm and 9.30pm)

**Principal role:** Locking up the school ensuring site is secure

**Premises Assistant (Vacancy 3)** : Fixed Term or Permanent

**Working Hours:** 7.5 hours per week or 30 hours every 4 weeks. This will involve working at weekends and during school holidays as this is when most of our maintenance work is undertaken.

**Principal role:** General maintenance of the school e.g. repairs, decorating etc

**Salary Range:** Range 1B £15,236 - £17,946 (Pro Rata)

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Successful candidates will be asked to apply for an enhanced disclosure from the Disclosure and Barring Service prior to commencement.

#### How to apply:

Please contact the school office on 01296 488915 or email [office@stlouisrcc.bucks.sch.uk](mailto:office@stlouisrcc.bucks.sch.uk) for an application form or to arrange a visit. For more information about our school, please visit our website: [www.stlouisrcc.bucks.sch.uk](http://www.stlouisrcc.bucks.sch.uk).

**Closing date:** 3pm, Monday 11<sup>th</sup> March 2019