



# Emerson Park Academy

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[www.emersonparkacademy.org](http://www.emersonparkacademy.org)

Head Teacher: Mr S McGuinness

## **Assistant Schoolkeeper (Fixed Term contract for 1 year)**

**Pay Scale 3: Salary: £21,591 per annum**

**36 hours per week x 52 weeks per year**

**Working Hours (Alternate weeks) : Monday – Friday 06:00 hrs – 14:00 hrs**

**Monday – Friday 10:00 hrs – 18:00 hrs**

We are seeking to appoint a self-motivated, enthusiastic colleague with initiative to join our site team. You will be expected to work with minimal supervision adopting a common sense approach to support the Facilities Manager in accordance with the practices, procedures and requirements of the Academy. There will be occasions when you will be expected to work extra hours to cover school events, lettings and site staff absence.

The main duties of the role include security of the premises and its contents, portorage, grounds maintenance, litter control. You will be an integral member of the team ensuring the facilities are prepared as required.

Experience of working within a school environment is desirable but not essential.

We can offer you:

- A happy, welcoming environment where children enjoy coming to school to learn
- Friendly, supportive and enthusiastic staff
- Excellent opportunities to further develop your skills

A full and comprehensive induction programme is followed for all new staff.

Emerson Park is a successful and oversubscribed 11-16 Secondary school in the London Borough of Havering. We are set in pleasant surroundings on the edge of the green belt with close proximity to both countryside and central London. We are fortunate to benefit from talented and hardworking staff, supportive parents and committed Governors and enthusiastic students. The academy has a traditional ethos and enjoys a good reputation in the area.

Applications can be submitted online by visiting [www.haveringschools.jobs](http://www.haveringschools.jobs) and locating this vacancy. If you wish to discuss the position or arrange a visit to the school please contact the Head's PA, Mrs Beney.

**Closing date for applications is Friday, 31<sup>st</sup> July 2020.**



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