



## ARCHBISHOP TENISON'S C.E SCHOOL



The Diocese of  
**Southwark**

**CROYDON  
COUNCIL**  
www.croydon.gov.uk

### APPOINTMENT OF SITE ASSISTANT

**Job Title:** Site Assistant

**Salary:** tbc

**Overview:** To assist the site team with the caretaking of the school and school lets

This role is for 16 hours per week term time only. You will be required to work on Fridays and Saturdays from 8am - 4 pm. There may also be the occasional holiday sick cover as and when required.

**We are keen to hear from interested candidates who: -**

- have several years' experience working in a relevant discipline i.e. caretaking/site keeping experience
- can demonstrate use of appropriate specialist equipment/resources
- have an excellent understanding of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures
- can relate well to children and adults

All of the above attributes are desired but not essential.

**Key relationships:** Deputy Headteacher  
Caretaking staff  
Cleaners  
Contractors  
Governors  
Staff  
Pupils

**Communication with:** Pupils (all the time)  
Staff (very frequently)  
Governors (occasionally)  
Parents/Carers (often)  
External agencies (often)  
Visitors to the school (occasionally)

If you are interested in this role and would like to discuss the role further, please contact Mrs McDonagh, Finance Manager on 020 8688 4014 or email [Finance@archten.croydon.sch.uk](mailto:Finance@archten.croydon.sch.uk) .

Archbishop Tenison's is committed to safeguarding and promoting the welfare of children and young people and any appointment will be subject to an Enhanced DBS disclosure as well as any other pre-employment checks.