WHITLEY BAY HIGH SCHOOL

Deneholm, Whitley Bay, Tyne and Wear, NE25 9AS
Headteacher: STEVE WILSON
13-18 Mixed Comprehensive; NOR 1856 (676 in Sixth Form)
Outstanding – OFSTED June 2024

PREMISES ASSISTANT

Part time: 20.5 hours per week, 3 days a week

Actual Salary -Grade 3, Scale Points 3- 4 £14,191 -£14,414 per annum.
Plus contractual enhancements for evening working.

We are seeking to appoint a reliable and enthusiastic Premises Assistant to join our busy site team.
This is a varied and hands-on role that is central to the safe and effective operation of our school. Working alongside the Facilities Manager and established site team, you will help ensure that our buildings, grounds and facilities are maintained to a high standard and provide a safe, welcoming environment for students, staff, visitors and community users.
The role includes opening and securing buildings, preparing facilities for daily use and events, undertaking routine site and maintenance tasks, supporting health and safety compliance, grounds maintenance, porterage duties and overseeing community lettings. You will also act as a keyholder and may occasionally be required to work independently.

We are looking for someone who:
Is reliable, proactive and takes pride in maintaining high standards.
Enjoys practical work and is willing to undertake a variety of tasks both indoors and outdoors.
Can work effectively both independently and as part of a team.
Has good communication when dealing with staff, students, contractors, visitors and community users.
Is flexible and willing to support occasional changes to working patterns to meet the operational needs of the school.
Understands the importance of site security, health and safety and safeguarding responsibilities.

Previous caretaking, maintenance or leisure experience would be advantageous, however training will be provided to the successful candidate.
In return, we offer the opportunity to work as part of a supportive team, with excellent facilities, ongoing training opportunities and a commitment to staff wellbeing.
Working patterns are available within the application pack and include a combination of early morning, daytime, evening and Saturday working. Evening hours worked after 8pm attract an enhancement of time and one-third. Saturday working attracts an enhancement of time and a half.

Please find the job description, working hours, application form, application details and school information on the website 'Vacancies' section at: www.whitleybayhighschool.org

Completed applications and a letter (500 words maximum) explaining how your experiences to date have prepared you for this role at Whitley Bay High School, should be sent to debbie.coulson@whitleybayhighschool.org before the closing date below.

Closing date for applications is Tuesday 5th January 2027 at 10:00am

Whitley Bay High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.