



# THRIFTWOOD SCHOOL

**SITE ASSISTANT**  
With keyholder responsibility

**PERMANENT CONTRACT**

20hrs per week:

2 p.m. – 6 p.m. Monday-Thursday / 1 p.m. – 5 p.m. Friday

(Flexible hours can be negotiated during school closure periods)

**Scale 5 (point range 8-11)**

**52.14 weeks per annum**

**Actual Salary: £11,077.30 per annum (pro-rata), Point: 5\***

**Start date: January 2022**

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Thriftwood School is seeking to appoint a Site Assistant who will work under the direction of the Estate Manager to contribute to the smooth running of the school by undertaking effective caretaking, maintenance, Health & Safety, and security of the site.

Full Training will be given.

PPE will be provided.

The successful candidate will drive and fuel our minibuses; therefore, a full and current driving licence will be required.

**Closing date:** December 2021

**Interview date:** TBC

A SEAX Trust application form **MUST BE COMPLETED** - available on the school & college website at <https://www.thriftwoodschool.com/> with additional information, Essex Job Scene website or on request from the school office by calling 01245 266880

Return completed application form to: [traceyimhof@thriftwoodschool.com](mailto:traceyimhof@thriftwoodschool.com)

*\*Salary quoted is the minimum pay on the band (under 5 years' service– current pay, point and service level will be taken into consideration for final salary calculation.)*

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The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This includes obtaining references, medical checks and ensuring compliance with the Disclosure and Barring Service process.

Any questions regarding this post please contact [traceyimhof@thriftwoodschool.com](mailto:traceyimhof@thriftwoodschool.com) or telephone her on 01245 266880.

Interviews to be held at Thriftwood School, Slades Lane, Galleywood, Chelmsford CM2 8RW