



SHERFIELD SCHOOL

FACILITIES AND LETTINGS ASSISTANT

Full time role, all year round post.

To commence as soon as possible.

Salary: up to £21,268 p/a

Due to an internal promotion, a brilliant opportunity is available for a Facilities and Lettings Assistant to join Sherfield School and their friendly helpful team in a beautiful setting on the Hampshire/Berkshire border.

We are seeking to appoint a reliable and motivated person, reporting directly to the Estates and Facilities Manager. Applicants must have a wide range of practical skills, be flexible with the ability to work both independently and as part of a team and have good communication skills. Duties will include opening and closing the school, assisting evening/weekend lettings and general maintenance of the buildings and grounds. The successful candidate will be required to work shifts including weekends and evenings. Previous relevant experience would be an advantage but is not essential as training will be given.

Set in 75 acres of grounds, Sherfield School has a forward thinking educational vision, a growing Sixth Form, impressive examination results and an ambitious development programme. Our core values of global citizenship are reflected in our international boarding community and our strong links with GEMS schools overseas. This is a permanent full time post, working 5 out of 7 days, on a shift pattern basis. We offer a competitive salary and a fantastic working environment.

Working within a professional team you will essentially be a person who is enthusiastic, committed to hard work and who sets and achieves the highest possible standards.

You will be expected to work flexibly, covering for other members of the Facilities team in their absence and be part of a rota to cover sports fixtures and other school events. Benefits include:

- Free parking
- Free meals provided when the school kitchen is open.
- Uniform.
- 25 days holiday.
- Contributory Pension Scheme.
- Life Assurance.

Full details of the post and an application form may be obtained from the Sherfield School website <http://www.sherfieldschool.co.uk/current-vacancies.aspx>

All candidates are required to complete an application form in full. Please note that applications must be made on the School's application form and accompanied by a covering letter.



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To apply, please send your letter and Sherfield application form via post to: Sally Holmes, Sherfield School, Sherfield on Loddon, Hook, and Hampshire, RG27 0HU **OR** electronically via e-mail: s.holmes@sherfieldschool.co.uk

Closing Date for Applications: Midday, 22 June 2018
Interviews will be held shortly afterwards.

GEMS Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.