Headteacher: P A Ramsey

School Roll: **1054 with 216 in the Sixth Form**

**Premises Assistant**

**H3 range (£19,938-£20,324)**

**37 hours per week**

**The hours are flexible but initially 9 a.m. to 5 p.m.**

**Please note you may be required to work early mornings, weekends and evenings on occasion**

Verulam School is looking for an enthusiastic, energetic and positive Premises Assistant to start as soon as possible. Duties will include general porterage duties, including movement of furniture and equipment within the school; handyperson duties which may include minor repairs to furniture and fixtures and decorating tasks; basic cleaning; driving pupils in the school minibus between consortium schools; security of the school’s buildings and grounds and ensuring that the site is free from health & safety issues.

Having great attention to detail and a positive, proactive, trouble-shooting character are essential. Must be willing to be flexible and take on other general duties when required. The candidates should also demonstrate a commitment to the vision and the values of the school.

Verulam is a high achieving boys’ school with a mixed Sixth Form, which forms part of the highly successful BeauSandVer consortium. The school has good GCSE and A Level results and achieved an above average Progress 8 score of +0.22 in 2019. It was judged to be a Good school in all categories by Ofsted in October 2018.

Verulam School is a member of the Alban Academies Trust, together with Sandringham and Ridgeway schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. Our motto is ‘Educational Excellence for Everyone’. The trust offers significant opportunities for career development of staff at all levels within our organisation.

Verulam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be undertaken.

Informal visits to the school are encouraged.  If you wish to have a tour or discussion, please contact Kelly Bonass, Head’s PA, on [kelly.bonass@verulam.herts.sch.uk](mailto:kelly.bonass@verulam.herts.sch.uk) or on 01727 754102 for further details of the post.

**Closing Date: 28th September 2020**

**Interviews: 1st or 2nd October 2020**