****

Grounds person/Site Assistant – *annual leave can be taken during school term*

**Closing date:** 3 December 2021, 5pm

**Salary Details:** Actual salary, depending on experience £18,933 -£19,941

**Hours of Work:** 37 hours per week, 52 weeks per year. Hours to be agreed with a requirement to be flexible

**Location of Role:** Osborne School - possible days at Osborne Provision based at Kings

**Job/Person Summary**

Osborne School provides education for children from 11 to 19 years of age who have learning, communication and physical difficulties that range from moderate to severe. We offer quality education in a caring atmosphere making use of attractive, high quality facilities.  
  
The Grounds Person/Site Assistant will work in close partnership with the Site Manager to ensure the school grounds, buildings and equipment are maintained to a high standard.  They will also cover for the Site Manager in their absence.  Hours are to be agreed with the requirement to be flexible important.

This person will be an enthusiastic, reliable, trustworthy and resourceful individual with a positive ‘can do’ attitude.

This role requires someone who has a good basic level of practical DIY skills and knowledge of health and safety in the workplace to enable them to carry out minor decorating and repairs to buildings and equipment.   They need to be able to work independently and show initiative as well as working as a team, including supporting the wider school staff in the smooth running of the school.

ICT skills are desirable to keep maintenance and health and safety records.  Good organisational and time management skills are essential along with the ability to follow systems and school policies consistently to ensure the safeguarding and safety of our students.

**We are looking for someone who has the following attributes:**  
  
\* Good Communication skills  
\* Good level of practical DIY skills

\* Ability to use your initiative

\* Be effective in maintaining paperwork as well as carrying out practical aspects of the role

\* Help to run and maintain a safe, clean site  
\* Able to work as a member of a team  
\* Relate well to both students and adults  
\* Understand confidentiality and safeguarding  
\* Professionalism and time management skills

**Application Procedure**

For an application pack, school visit or further information please either telephone Mrs Lucy MacGrain, PA to Headteacher on 01962 854537 or email l.macgrain@osborne.hants.sch.uk

**Safer Recruitment**

Osborne School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and 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 Disclosure and Barring Service checks along with other relevant employment checks.