



**Assistant Caretaker x 2**  
**East Sussex Grade 3, points 5 (£14,981) to 7 (£15,507)**  
**37 hours per week all year round**

## **Passion – Urgency – Positivity – Aspiration – Commitment**

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

STEP Academy Trust is seeking to recruit two Assistant Caretakers to join Phoenix Academy or Burfield Academy in Hailsham. The position at Burfield Academy will be on a split shift. The successful candidate should have practical experience and knowledge of facilities, maintenance, repair, security issues, and Health and Safety.

The successful person must be hardworking, highly organised and methodical, with excellent attention given to detail. The ability to step in for the site manager, deal with urgent matters calmly and priorities a busy workload is essential. You will also be expected to meet deadlines efficiently whilst dealing with interruptions.

For this post, you will be dealing with a variety of people at all levels, so you must be an effective communicator, with good interpersonal skills and a willingness to work as part of a team and the flexibility to work after school.

If after looking at the job description and person specification, you would like to contribute to the continued improvement of our premises and estates management, we look forward to hearing from you.

You are welcome to contact us for an informal discussion about this post prior to application, please contact Paul Murphy, Site Manager to make arrangements [paul.murphy@stepacademytrust.org](mailto:paul.murphy@stepacademytrust.org)

Completed application forms with supporting statements should be returned by email to Paul Murphy, Site Manager [paul.murphy@stepacademytrust.org](mailto:paul.murphy@stepacademytrust.org)

Closing date: 12noon on Friday 20<sup>th</sup> January 2017

Interviews: Monday 30<sup>th</sup> January 2017

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS check and references.

**CVs are not accepted**