



Our Motto is "The Pursuit of Excellence"

Site Agent

Full Time, Permanent (35 hours per week)

Salary: Level 3D, Point 7-11, £19,338.92 - £20,932.84 per annum

We are currently recruiting for a Site Agent to assist our Site Team at the Trust ensuring that the site buildings/grounds are safe, clean and secure and that these are well maintained.

The successful candidate must be resourceful, enthusiastic, trustworthy and flexible with a 'can do' attitude. Main duties include: security of premises; general maintenance of equipment, buildings and grounds; moving furniture and heavy boxes, assisting with lettings, event setup in addition to opening and/or closing the site.

You will need to have excellent communication skills and the ability to work independently as well as part of a team.

Closing Date: Open until filled. Please note that we will be running this as a rolling recruitment and selection process during the recruitment campaign, therefore please submit your application at your earliest opportunity.

Applicants must complete the Trust's application form - we cannot accept CVs. When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered. An Application Form and recruitment information can be downloaded from our website www.woottonupper.co.uk or requested by email from recruitment@wootton.beds.sch.uk.

Please return the completed Application Form either by email to recruitment@wootton.beds.sch.uk or by post to the HR Department, Wootton Academy Trust, Hall End Road, Wootton, Bedfordshire, MK43 9HT.

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Wootton Academy Trust is committed to diversity in our workforce and welcome applications from all sections of the community. The role is covered by Part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role. All applicants must have the right to live and work in the UK.

A NOTE FOR RECRUITMENT AGENCIES - We prefer to hire people directly. We'll be in touch if we need you!