



**Health & Safety and Sites Assistant**

**Term Time Only + 4 weeks**

**8am – 12pm**

**Based in E14, on Mondays, Wednesdays and Fridays**

**Based in NW10 on Tuesdays and Thursdays**

**£15 per hour + holiday pay and great benefits**

**Reporting to: NMS Sites Manager**

**NMS CEO has overall responsibility for Health and Safety**

**Based: Both NMS schools. Flexibility between the sites needed.**

**The purpose of the role is to support the NMS Sites Manager to ensure that NMS buildings are well maintained and that any remedial work is reported to the Sites Manager on a regular basis.**

A key part of the role, with the assistance of the Sites Manager, is to support the schools on Health and Safety and facilities matters. This will include doing regular walk-throughs, health and safety checks, and keeping on top of regular and emergency maintenance – DIY skills an advantage! Assisting with risk assessments would be useful.

The postholder will also will support the Sites Manager and CEO with regulatory compliance, for example updating policies and other documents and end of year tasks such as assisting teachers moving classrooms, as well as ad-hoc building and cleaning projects.

The postholder should also be happy to assist with the running of a small school, for example supporting play and lunchtimes for the children and covering colleagues when needed, as well as porterage duties. Experience of working with children would therefore be helpful.

**Skills required**

- Good written and verbal English
- Health and Safety/Facilities management or similar qualification and/or experience
- Experience of working in a similar role would be an advantage
- Strong planning and organisational skills, prepared to do day to day tasks and getting stuck in.
- Ability to work efficiently and constructively within a small team
- Experience of the education sector would be helpful.
- DIY skills and experience to include plumbing.

- Comfortable using IT systems, emails.
- Willingness to undergo training as required.

**How to apply:**

Candidates should send a copy of their CV and a covering letter to [recruitment@newmodelschool.co.uk](mailto:recruitment@newmodelschool.co.uk).

Applications will be reviewed on a regular basis.

*New Model Schools is committed to safeguarding and promoting the welfare of children and young people and expects 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 (DBS).*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*