



PRINCIPAL: CLAIRE COATES
CHIEF EXECUTIVE: STEPHEN MUNDAY CBE MA



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Vacancy – Site Assistant

Part time positions available by negotiation

Required: ASAP

Salary range: Scale 3, Point 5 (range 5-6) £19,650 to £20,043 per annum

Hours of work: 37 per week, 52 weeks per annum.

Shift pattern including evenings, and occasional weekends

Contract: Permanent

Cambourne Village College is looking to appoint a hardworking and enthusiastic individual to join our team of Site Assistants. The post holder will be responsible for general maintenance and cleaning, which must be done thoroughly, carefully and with pride. The individual will be responsible for site tasks in all areas of the College but can expect to assist the Campus Manager in a full range of site duties and any appropriate work within the college.

As a Site Assistant you will be responsible for security and for the opening and closing of the premises for both school and community use, including in the evenings, and occasionally at weekends.

The post-holder will be expected to interact with other staff, pupils and members of the community, in a polite and helpful manner and will co-ordinate and undertake such tasks as may be necessary for effective site management, including various portering, administrative and lettings duties.

The Site Assistant will ensure that the College site and grounds are maintained in a safe, clean and secure condition. Also assisting in the co-ordination of Health and Safety ensuring that regulations are followed and adhered to throughout the College.

For further information about the role please contact James Russen via email:
jrusen@cambournevc.org.

Full details are provided on the Job Description and Person Specification on our website:
www.cambournevc.org/contact-us/vacancies.

To apply for this position, please email your CV to our HR Department hr@cambournevc.org. Suitable candidates will be required to complete the Support Staff Application form prior to an interview.

Closing date: Noon 30 September 2022. The college reserves the right to interview and appoint within the application window.

The Governing Body 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 carried out for the successful candidate.