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**ROLE: Apprentice Site Assistant**

**SCHOOL: Talbot Primary School**

**HOURS:** **32.5 hours per week, 52 weeks per year. 7am to 2pm, with a 30 minute unpaid break**

**SALARY:** **HET Poole Grade B, SCP 2 £24,423 Full Time Equivalent, Actual Salary £21,452.63, with progression to HET Poole Grade C SCP 3-4 following successful completion of the Apprenticeship.**

**CLOSING DATE: 3 September 2025 at 12 noon**

**INTERVIEW DATE: Week commencing 8 September 2025**

**START DATE: September 2025 or as soon as possible**

Graded ‘Good’ by Ofsted (January 2022), we are looking for an enthusiastic and flexible Apprentice Site Assistant to support our Site Manager at our school. You will be joining a skilled, dedicated and supportive staff team in an exciting school with wellbeing at the heart of our leadership.

Our ideal candidate will have some basic experience of grounds and maintenance duties. However, full training will be given and willingness to learn will be key to this role. The apprenticeship will involve:

* Complete a Level 2 apprenticeship in Facilities Services Operative
* Gaining an understanding of Health and Safety Regulations
* Gaining an understanding of compliance checks required (e.g. legionella and asbestos)
* Gaining experience in basic repairs and maintenance
* Gaining experience in security procedures, for example site security, locking and unlocking of buildings
* Gaining an understanding of grounds maintenance e.g. weeding and litter picking
* Gain an understanding of the day to day running of a swimming pool, including cleaning and basic maintenance

Professional development and career opportunities will be available to the right candidate both within the school and the wider Hamwic Education Trust.

Our school is the heart of its community; our vision where children thrive and achieve, is embedded in all that we do for our pupils and the wider community. We are a three form entry school on the beautiful South Coast and offer our pupils an enriched curriculum.

HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

***‘All about the Child’***

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

***‘What about Sam’***

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our pupils at the heart of our decision making.

**WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:**

* Willingness to learn new tasks and ability to work independently
* A flexible individual who can deal with ad hoc tasks on a regular basis
* Commitment to improving the school site for the benefit of our pupils
* A good understanding of safeguarding

**WE CAN OFFER YOU:**

* Excellent CPD opportunities and Training and Development Programmes
* An individual induction programme supported by a mentor
* Networking groups for Site Teams
* Eligibility to join the Local Government Pension Scheme
* Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
* Access to the Trust Health and Wellbeing pages
* Access to a staff benefits portal through Vivup
* Free confidential telephone and face to face counselling for staff and family members

**APPLICATION PROCEDURE:**

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at [www.hamwic.org](http://www.hamwic.org) and return to Mrs H Triplow, HR Officer, [school@talbot.poole.sch.uk](mailto:school@talbot.poole.sch.uk) .

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

**SAFEGUARDING:**

All schools within HET 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.

**THE GREENWAY PARTNERSHIP**

The Greenway Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ ***outstanding*** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.