

Admin Assistant 8 ¾ (+) hours a week

ROP £9.75 per hour

An office assistant is required to help in Reception every morning from 8.00 – 9.00 and again at lunchtime, 12.30-13.15.

Main duties will include serving students at Hatch B (stationery, uniform, tickets & trips) and keeping stationery and uniform stock levels maintained.

At lunchtime cover is required on the front desk dealing with student enquiries and answering the telephone.

There will be more work available after school and during the holidays on a more ad hoc basis.

Salaries are paid directly into the bank on 26th of the month. Salaries are paid a month in arrears upon completion of a timesheet. The rate of pay is enhanced to include an allowance for holidays.

ICT Assistant 10 (+) hours a week

ROP £9.75 per hour

An ICT assistant is required to work every morning from 07:50-08:50 and again after school 3.20-4.20

Main duties will include checking the school computers, basic ICT fault-finding, maintaining the printer paper levels/ toners/ drums, taking student/staff photos, creating security badges, unpacking parcels & adding to stock database, security marking assets

There will be more work available after school and during the holidays on a more ad hoc basis.

Salaries are paid directly into the bank on 26th of the month. Salaries are paid a month in arrears upon completion of a timesheet. The rate of pay is enhanced to include an allowance for holidays.

Meal time Supervisors 3 ¾ (+) hours a week

ROP £9.75 per hour

Meal time supervisors are required to ensure a safe environment is maintained for students at lunchtime. Meal time supervisors are not expected to stop students having fun but to ensure games don't get out of hand.

The successful applicant will have their own area that they would be responsible for and they should remain at that station for the duration of the lunchtime. Student behaviour should be monitored and any incidents should be reported to the team leaders.

There is also an opportunity to supervise the revaluation units at break time in the foyer and by reception. Please indicate on the application form if you would be interested in doing a break cover. These roles will be allocated in September once you know your timetable.

This role is only during school term time. Salaries are paid directly into the bank on 26th of the month. Salaries are paid a month in arrears upon completion of a timesheet. Hours of work are 12.30 – 13.15. The rate of pay is enhanced to include an allowance for holidays.

Catering Assistants 3 ¾ (+) hours per week

ROP £9.75 per hour

Catering Assistants are required to work in all areas of the catering department. This will involve working in the Main Hall Diner to supervise the waste trolley and clear used plates and trays away to the kitchen and also to serve (mainly) packaged food to students in either the kiosk or the deli at lunchtime.

These roles are only during school term time. Salaries are paid directly into the bank on 26th of the month. Salaries are paid a month in arrears upon completion of a timesheet. Hours of work are 12.30 – 13.15. The rate of pay is enhanced to include an allowance for holidays.

LRC Assistants

2 hours per week

ROP £9.75 per hour

We are looking for LRC Assistants to work after to school to issue, return and shelve books and generally keep the LRC tidy. You must be willing to help students and staff and possibly assist in creating displays. You must have an interest in books and good ICT skills. As this role is after school you must be reliable and capable of working unsupervised.

These roles are only during school term time. Salaries are paid directly into the bank on 26th of the month. Salaries are paid a month in arrears upon completion of a timesheet. Hours of work are 15.20 – 16.20. The rate of pay is enhanced to include an allowance for holidays.

Part Time Cleaners

(Up to) 13 ¾ hours a week

ROP £9.75 per hour

The successful applicants will have their own 'share', this is an area that will include a number of classrooms, corridors and washrooms.

Cleaners ensure that the classrooms are tidy and litter free, surfaces are wiped down and dirty marks removed. Desks straightened and bins emptied. Floor surfaces are vacuumed, swept or mopped every night. Washrooms cleaned, bleached and disinfected, toilet rolls stocked up.

This role is all year round – which means work in the holidays. Salaries are paid directly into the bank on 26th of the month. Salaries are paid a month in arrears upon completion of a timesheet. Hours of work are 15.20 – 18.05. The rate of pay is enhanced to include an allowance for holidays.