



## **SCHOOL LETTINGS SUPERVISOR**

Full Time

Salary Scale Grade 4 (£17,681 - £19,819 FTE)

Required as soon as possible

Kingsbridge Educational Trust wishes to appoint an Out of Hours School Site Supervisor for its schools.

We are looking for a dedicated, dynamic and conscientious colleague to work in the team who provide a supervision and locking service, being the main point of contact for on-site lettings and school events. The role is to be the main point of contact with the Lettings and after-hours Schools' events and to assist them as required, especially in an emergency. They will also secure the premises at the end of the evening. In return, the Kingsbridge Educational Trust will offer excellent conditions of service and outstanding support.

Hours of work are routinely between 3:30pm – 10pm Monday to Friday and alternate Saturdays, though some flexibility will be required at peak times or to cover absence of colleagues. The employee must be a qualified driver.

Application forms and further details are available on the Trust and School websites: [www.ket.education](http://www.ket.education), [www.kentshillpark.school](http://www.kentshillpark.school) and [www.oakgrove.school](http://www.oakgrove.school). Alternatively, please contact the Trust by email at [hr@ket.education](mailto:hr@ket.education).

Closing date for applications is midday on: Friday 25<sup>th</sup> January 2019

Interviews to be held on: w/c 28<sup>th</sup> January 2019

**Kingsbridge Educational Trust 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 Disclosure and Barring Service check is required for this post prior to commencement.**