



Shenley Brook End School

Walbank Grove, Shenley Brook End, Milton Keynes, Buckinghamshire, MK5 7ZT

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Site/Lettings Assistant
Grade 4 £25,183 - £26,409 p.a, £5,785 - £6,067p.a. actual
Permanent / Part-Time
Start date: 21/07/2025

About our School:

The schools within the 5 Dimensions Trusts are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very best place to work and study and place the wellbeing of our staff at the forefront of our actions.

Staff wellbeing is a priority for 5 Dimensions Trust and we create opportunities for staff to connect with each other socially. Professional development is of a high quality; colleagues engage in a range of CPD from in-house coaching to National Professional Qualifications. All staff identify a 5-year career pathway supporting them to grow and be the best version of themselves. Our pension scheme is generous, as is our incremental pay progression. If you would like a tour of the school prior to applying, please contact the school on 01908 520264

About the Role:

5 Dimensions Trust is currently advertising for the following exciting permanent opportunity to start at Shenley Brook End School

Site/Lettings Assistant
To commence ASAP
Permanent
Part-Time
Grade 4 £25,183 - £26,409 p.a, £5,785 - £6,067p.a. actual
8.5 hours per week, (52 weeks per year)
Sundays 8.15 am – 5.45 pm with an hour unpaid break

An excellent opportunity has arisen for a highly efficient and organised person to become a Site Team Assistant for Shenley Brook End School. You will be joining our site team, the role with incorporate both site and lettings responsibilities, including key holding.

The ideal candidate will: -

Retain keys for the facility and maintain the security of the premises and all equipment during lettings.

Be responsible for the Health and Safety of the facilities during the lettings period, under the direction of the Site Manager. This will include following the emergency and normal operating procedures at the school ensuring that customers comply with the above procedures, reporting any H&S or maintenance issues.

Oversee use of the of the school's facilities to help ensure safe practices and acceptable standards of behaviour are observed and to seek to minimise incidences of injuries misuse and damage. This includes regular patrolling of all facilities been used.

Open the premises prior to scheduled bookings and securing the site at the end of the sessions.

Closing date for applications: 04/07/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/136730/EDV-2025-SBES-88120>