

**Post Be To Advertised**  
**Please type advert wording as you wish it to appear**

|                                                                                                                        |                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Resignation letter received</b>                                                                                     | N/A                                                                                    |
| <b>School</b>                                                                                                          | Valley Gardens Middle School                                                           |
| <b>School address (please ensure that the school's full address and post code are shown)</b>                           | Valley Gardens<br>WHITLEY BAY<br>Tyne and Wear<br>NE25 9AQ                             |
| <b>School telephone number</b>                                                                                         | 0191 9176667                                                                           |
| <b>School e-mail address</b>                                                                                           | vgmsoffice@valleygardensmiddle.org                                                     |
| <b>Post title</b>                                                                                                      | <b>Facilities Assistant</b>                                                            |
| <b>Permanent / Temporary (if temporary, until when)</b>                                                                | Permanent                                                                              |
| <b>Hours per week</b>                                                                                                  | 15 hours per week                                                                      |
| <b>Salary scale/grade</b>                                                                                              | APT & C Grade 5<br>£26,403-£27,254 pro rata - £13.69-£14.13 p/h<br>(pay award pending) |
| <b>Please indicate if the post is on a equated basis (term time only) or non equated basis (works school holidays)</b> | 52/52<br>23 days annual leave                                                          |
| <b>Date on which appointment is to commence if known</b>                                                               | As soon as possible                                                                    |

**Description:**

**Facilities Assistant (Weekend & Evening Cover)**

Are you...

- Are you someone who enjoys an active, hands-on role in a modern educational environment?
- Are you proud to maintain a safe, welcoming and high-quality space for community use?
- Are you a confident communicator who enjoys dealing directly with the public?
- Are you self-motivated and independent, with the confidence to take ownership of site management?
- Are you looking for a regular weekend position, with the opportunity to work occasional evenings?

Valley Gardens is a vibrant, successful, and oversubscribed Middle School, judged **Outstanding** in our last Ofsted inspection. We are dedicated to high pupil achievement and foster a learning culture that prepares pupils for the 21st century.

**About the Role**

We are seeking a reliable, enthusiastic, and motivated Facilities Assistant to oversee our school site and state-of-the-art 3G facility. Key responsibilities include:

- Opening and closing the school site securely.
- Setting up equipment for school activities and external hires.
- Welcoming and liaising with community facility users.
- Carrying out general site maintenance duties and/or grounds maintenance.

**Key Details**

- **Hours:** Weekend post (Saturday and Sunday, 8:15 am – 4:15 pm) plus occasional flexible evening shifts.
- **NB - we are eager to recruit the right person to join our team, so there may be some flexibility over these hours and timings.**
- **Requirements:** Candidates must be able to meet the physical demands of the role.

*Valley Gardens Middle School is committed to safeguarding and promoting the welfare of children. This post is subject to an Enhanced DBS check and relevant background checks.*

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|------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| For more information or an informal chat, please contact the school business manager on 0191 917 6667 or office@vgms.uk            |                       |
| For an application pack please email 'vgmsoffice@valleygardensmiddle.org' or download an application pack from the school website. |                       |
| <b>Publication (S)</b>                                                                                                             | <b>Insertion Date</b> |
| Bulletins and all free publications                                                                                                | ✓                     |
| Closing date (min of 2 weeks from insertion date)                                                                                  | One month from now    |