



### **School Maintenance Officer**

***Permanent / Part Time Position***

***Grade 5, scale point 8 to 14***

***Scale Point 8 £25,992 to Scale Point 14 £28,624 pro rota***

***This is full time (FTE 36 Hrs salary)***

***Actual Salary £18,050 - £19,877 (25 hours per week)***

***Hours per week - 25 hours per week***

***Split shift – 7:15am to 9:15am & 3:00pm to 6:00pm***

***All year round contract***

*During school holidays, hours are more flexible and need to fit with the needs of the school and contractors. Working times will be agreed prior to each school holiday.*

*Holiday Leave entitlement is 25 days per year, increasing after three years service. Plus bank holidays and 2 statutory holidays. All holiday timings are to be taken by prior agreement.*

*The successful candidate will be proactive, highly motivated, and responsible for the efficient running of the site including site security, maintenance, cleaning, outside areas and health and safety. Maintaining the school site to a very high standard. Applicants must be able to carry out basic building and equipment repairs and maintenance and upkeep of the buildings. Practical skills such as joinery, plumbing, decorating would be an advantage.*

*Applicants must be able to work as part of a team, communicate effectively with children, staff, governors, parents and contractors and demonstrate adherence to established safety policies and procedures.*

*We can offer:*

- A welcoming and friendly community of committed and supportive staff, governors, and parents.*
- Enthusiastic pupils who are proud of their school*
- A developing and exciting environment*
- Full training in all aspects of school maintenance and Health and Safety (Previous experience would be desirable but not essential).*

Application packs are available to download from the school website:

[www.glazebury.eschools.co.uk](http://www.glazebury.eschools.co.uk)

Interested candidates are warmly invited to visit our school for a look round. Please contact Mrs Kathryn Holcroft School Business Manager via (glazeburyprimary@ldst.org.uk) or telephone (01925 949404) to make an appointment.

Please return completed applications to the school office – either via email [glazeburyprimary@ldst.org.uk](mailto:glazeburyprimary@ldst.org.uk) or delivered by hand.

*This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check. You will also be required to complete a criminal self-disclosure form if you are short-listed for the post.'*

Receipt of a satisfactory references from at least 2 employers, one of whom must be your most recent employer. Satisfactory completion of a medical check/questionnaire.

Please refer to our school website for job description, personal specification, application form, child protection policy and staff code of conduct.

<b>Closing date:</b>	<b>Monday 15<sup>th</sup> July 2024 at 12noon</b>
<b>Provisional Short Listing:</b>	<b>Monday 15<sup>th</sup> July 2024 pm</b>
<b>Provisional Interviews:</b>	<b>Friday 19<sup>th</sup> July 2024</b>
<b>Start Date:</b>	<b>Monday 2<sup>nd</sup> September 2024</b>