



Kelsall Primary & Nursery School
 Flat Lane, Kelsall
 Cheshire
 CW6 0PU
Tel 01829 752811
website:
www.kelsall.cheshire.sch.uk
Headteacher: Mrs Sarah White
B.A. (Hons.)
head@kelsall.cheshire.sch.uk
Acting Deputy Head: Mr
Duncan Sharp
'A Love for Learning'

Site Maintenance Officer – job advertisement

Employer	Cheshire Academies Trust	Job Title	Site Maintenance Officer
Location	Kelsall Primary and Nursery School	Contract type	Permanent – 20 hours, 39 weeks per year
Salary Band	Grade 5, £23,893 – £24,054 (Pro rata)	Closing date	9am on Friday 8th November 2024
Job starts	Monday 2 nd December 2024		

The Governors of Kelsall Primary and Nursery School are seeking to appoint a permanent Site Maintenance Officer to join our outstanding school.

This is an exciting and varied role. The post holder will be responsible for the day-to-day maintenance of the school grounds and buildings, under taking minor repairs and liaising with external maintenance contractors to ensure the highest possible standard of cleanliness and health and safety are maintained. The role requires the ability to work in a busy school environment and to work efficiently and precisely under pressure, by prioritising and taking initiative. Applicants should be organised, possess excellent communication skills along with the ability to multitask. Experience in a similar role is essential. Experience in a school setting is desirable. Training will be provided for the successful candidate.

The role is 20 hours per week Monday to Friday - Term Time Only. The postholder will be required to undertake work during school holidays, which will be paid as overtime.

In addition to being an important member of our fantastic team, we can offer:

- A permanent contract (following successful 6-month probationary period)
- Annual pay increases on a national pay scale
- Pro-rated annual leave of 26 days + bank holidays (rising to 31 days after 5 years' service) + bank holidays
- Membership of the Local Government Pension Scheme
- An annual Flu vaccination

Please read our job description and person specification closely. If you think you may be the candidate we are looking for and would like further information or an informal discussion, please contact our School Business Manager, Amanda Crowder by telephone: 01829 752811 or email: businessmanager@kelsall.cheshire.sch.uk. We would like to offer all potential candidates the opportunity to visit our school and find out more about the role. Visits will take place by appointment please contact Amanda to make an appointment.

To apply for this role please complete the application form and email to businessmanager@kelsall.cheshire.sch.uk along with a letter of application (no more than 2 sides of A4) detailing your skills, qualifications and experience, aligned to the job description and person specification. We do not accept C.V.'s and will not consider applications submitting a C.V.

CAT Academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. This includes a request for references, prior to interview. Shortlisted candidates are expected to provide evidence of qualifications at interview and a satisfactory, enhanced DBS check will be undertaken before final confirmation to the successful candidate.

We warmly welcome applications from every suitably qualified member of our local community. We regret that we are unable to provide feedback on the shortlisting process. If we have not been in touch with you by 11th November then, unfortunately, your application has been unsuccessful on this occasion.

- **Shortlisting: Monday 11th November 2024**
- **Interviews: Tuesday 12th November 2024 (Time T.B.C)**

We reserve the right to close advertisements early. Advertisements will therefore close at 9am either on the advertised closing date, or the day the decision has been taken to close the advertisement early.