



St Peter's Church of England Primary School

Position: Premises Officer

Required from: ASAP

Contract Type: Permanent

Salary: £12,618 - £13,391 actual (pay award pending)

(£20,855 – £22,131 FTE)

Hours: 25 hours per week – 7:00am – 12:00pm

41 weeks per year – 38 weeks term time and 3 weeks during school holidays

St Peter's CoE Primary School requires an enthusiastic, loyal person to maintain and develop our school facilities and grounds and become a valued and integral member of our small, friendly, whole school team. You will be expected to work under your own initiative, with a flexible and adaptable approach. The successful candidate will be an experienced person who will have line management responsibilities for the cleaning team and share responsibility for Health & Safety, Property Management and Compliance with the schools Business Manager.

The main duties will involve the timely opening, smooth operation, development and security of our buildings and grounds.

An enthusiastic approach to providing a high standard of premises management and customer care is essential together with a flexible approach. The post holder will be required to have good communication, organisation and time management skills.

The ideal candidate will

- have experience undertaking basic plumbing repairs and have knowledge of Health and Safety. Other training will be provided.
- be able to demonstrate previous experience and skills to identify, monitor and carry out minor repairs, maintenance, and redecoration.
- be experienced in working in a school environment or in a similar role.
- show enthusiasm for maintaining our large and established grounds.
- demonstrate an understanding of Health & Safety and hygiene procedures and precautions.
- demonstrate good verbal communication skills that reflect the age of our pupils and the Christian ethos of our school, to enable effective communication with all our stakeholders.

St Peter's CoE Primary School offer a strong commitment to your professional development and career management, with an opportunity to be part of a supportive and hardworking team and play an important role in our rapidly improving school.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same ethos.

Since the 1st April 2019, we have been an academy within Embrace Multi Academy Trust. This is an exciting period for our school, as we are working within Embrace to achieve the best possible outcomes for all our stakeholders, including members of staff. Employees at all Embrace academies are employed by Embrace Multi Academy Trust rather than the individual academy, but are employed under national terms and conditions. We are excited by the opportunity and challenge that the formation of the new trust provides for all employees.

Location: St Peter's CoE Primary School, Wale Road, Whetstone, Leicester LE8 6NJ

Closing date for applications: Thursday 29th September 2022 @ 9:00am

Interviews to be held: Tuesday 4th October 2022

(If successfully shortlisted you will be contacted on Friday 30th September 2022)

References will be requested for all shortlisted applicants before interview.

Further details and an application form are available from the school website to download at <http://www.stpeterswhetstone.co.uk/vacancies/> and may be posted or emailed to the school at office@stpeters.embracemat.org

Informal enquiries can be made to Lesley Stewart, School Business Manager on 0116 2775750 or lstewart@stpeters.embracemat.org

Applications will only be accepted on the form provided and CVs or other forms of application will not be considered.

The post is considered to be regulated activity and as such subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time), aged 16 or over in the previous 10 years.

Embrace Multi Academy Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment. We believe that all individuals are of equal value and we are committed to equal opportunities for all, ensuring equality of opportunity in line with the Equality Act 2010.