



Sir John Offley CE (VC) Primary School

Headteacher: Mrs S Inskip-Ward, BA (Hons), PGCE, NPQH

'With God all things are possible'

Post: Site Technician (NJC Grade 3, SCP4)

Contract: Term-time only (38 weeks)

Working Hours: 15 hours per week (Monday to Friday: 9am to 12pm). Amended hours or condensed working week may be considered for the suitable candidate. Additional hours during school holidays may be required

Required: ASAP

Starting Salary: Actual Salary £8,595 per annum. Overtime will be paid for work undertaken during the school holidays

This is an exciting opportunity to join our school, which has been graded as 'Good' by Ofsted and 'Outstanding' by the Diocese. Our team are committed to improvement and we believe in high standards, team work and seeking the very best for every child in our care.

We are a happy and welcoming school looking to appoint a skilled professional to join our team. The successful candidate will:

- ensure the premises and grounds are in a safe, tidy and satisfactory condition prior to use
- become an integral member of our school and will play a key role in maintaining high levels of cleanliness and health and safety, including undertaking fire alarm checks and some cleaning duties, for example, window cleaning, polishing hall floor, clearing leaves, spreading salt in the winter
- be required to complete minor repairs to include minor plumbing, joinery, electrical work and decoration e.g. replacing door handles, unblocking drains, putting up display boards, erection of small shelves, making good paintwork
- undertake repairs, projects and redecoration tasks as needed, e.g. jet-washing the playground, painting outdoor equipment
- be a registered key holder

We are looking for someone who:

- wants to create a pleasant, safe and clean environment for our children and staff
- takes pride in their work and strives for constant improvements
- has a positive work ethic and is an energetic person
- has experience of building maintenance, either on a professional or DIY basis
- is flexible, with a 'can-do' attitude
- can work with initiative in a busy environment to give pupils the best facilities possible
- has a friendly and approachable manner
- is reliable, flexible and good humoured

In return we can offer you:

- friendly pupils and staff
- a happy, warm and welcoming environment
- a supportive team who are committed to raising standards
- a committed Governing Body
- excellent leadership support from SLT
- opportunities for professional development
- opportunity to join an excellent Local Government Pension Scheme

We welcome visits to our school, please call the school office on 01782 750301 to arrange an appointment or to discuss the post further.

Job Description, Person Specification and Application Form can be found on our school website:

<https://sirjohnoffley.co.uk/news/vacancies>

Applications will only be accepted by completion of an application form (CVs are not accepted) which should be returned to Mrs D Anderson, Bursar at office@sirjohnoffley.staffs.sch.uk or to the school address below.

Only candidates who are short-listed for interview will be contacted (by telephone or e-mail).

School Address: Sir John Offley CE (VC) Primary School, Izaak Walton Way, Madeley, Cheshire CW3 9PJ

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.