



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

November 2020

Dear Applicant,

Caretaker/ Lettings Officer AAAE5002A

Grade 3 (£9.18 per hour)

Casual hours (Average 20-25 per week)

Thank you for your enquiry regarding the above position.

Governors are seeking to appoint an additional Caretaker/Lettings Officer on casual basis to oversee the school premises during community lettings. The school provides indoor sporting facilities for local groups. The start time will be 5pm however the length of lettings will vary and therefore the finish time will vary, which may be 10pm on some weekday evenings. The working hours will vary from week to week depending on demand with an agreed working pattern, you will work alternate weeks, shared with another Lettings Officer. Additional hours may be required during weekends and school closure periods.

In addition to overseeing the lettings the post holder will also be required to carry out general caretaking duties including cleaning, buildings and grounds maintenance and site improvements such as painting.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **9.00am on Monday 16th November 2020**. Following completion of the short-listing process, shortlisted candidates will be telephoned and invited for interview. Interviews will take place that week.

Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

I wish you well with your application. If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mr C Jones
Business Manager

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

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Headteacher: Mrs C. Vile B.Ed. Hons

