



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

November 2021

Dear Applicant,

Site Maintenance Officer AAAE5001(a)

Grade 4, Salary £18,933 - £19,698

37 hours per week, Full-year

Thank you for your interest in the post of Site Maintenance Officer at Ellesmere Port Catholic High School. This is a key post as the successful candidate will play an important role in ensuring the smooth running of the school including site security, timely maintenance and repairs of the buildings and supporting the Site Manager to monitor the work of contractors as well as Health & Safety responsibilities. As a school, we are constantly seeking to improve the building and facilities with small building projects and refurbishments so skills of a trade will be a great advantage.

The role is a practical one as part of a team of site staff providing a customer focused service for staff, students and visitors. It is essential that the post holder is committed to the school and must be able to work flexibly to meet the needs. This may involve working outside the normal working day, on occasions.

You should have a genuine interest in working within a site related role within a school, with a passion for contributing to an excellent learning environment to support the success of students during their time at the school.

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work well within a team.

Enclosed is a copy of the job description, person specification and application form. The completed application form should be returned by **9am Wednesday 24th November 2021**. Following completion of the short-listing process, candidates will be invited for interview on Monday 29th November.

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available and a separate sheet is perfectly acceptable. 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.

Mrs C Vile
Headteacher

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

Tel: 0151 355 2373 Attendance Line: 0151 513 4453

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons

