

# **Chatsmore Catholic High School**

## **Premises Support Officer**

Grade 4 (points 5-6) £18,795-£19,171 per annum (pro rata)

(Actual starting salary approximately £15,239 pa)

All year round with 23 days annual leave

Shift work on a rota – early and late shifts (no nights) Working a split shift  
when the Premises Manager is absent

Hours of work – early shift 6:30 to 13:00 / late shift 12:30 to 19:00

Total of 30 hours per week (6 hours per day with half an hour break)

**Required for September 2020 start**

**This post will initially be a temporary post**

The governors are seeking an enthusiastic, adaptable and approachable person with the ability to work well as part of a team. You will report to the Premises Manager and be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Applicants must have good knowledge of Health and Safety working practice, along with effective oral and written communication skills, as well as experience of IT.

The role involves some heavy lifting, general maintenance, decorating, janitorial and cleaning duties.

Previous experience of working in a school environment is desirable, but not essential.

Further information on the role and the type of person we are looking for can be found in the application pack – available on our website at [www.chathigh.co.uk](http://www.chathigh.co.uk). Please read all the documents in the pack carefully.

**PLEASE ONLY USE THE APPLICATION FORM ENCLOSED IN THE PACK**

**The school has a commitment to safeguarding children and all posts are subject to enhanced DBS clearance, health check and authenticated professional references.**

**Closing date for applications is midday on Monday 10th August 2020**

**Interviews on Thursday 13<sup>th</sup> August 2020**