



St Margaret Ward Catholic Academy

Little Chell Lane, Tunstall

Stoke-on-Trent, ST6 6LZ

Tel: 01782 883000

e-mail: office @smwca.org.uk

NOR: 1171 (including the Sixth Form)

Premises Officer **(Required as soon as possible)** **37 hours per week**

Level 5 £25,584 - £27,711 (actual salary), starting point negotiable dependent upon experience.

Inflationary rise for April 2025 yet to be agreed but expected to be in line with inflation. This will be back dated from 1st April 2025 if not agreed by that date.

St Margaret Ward Catholic Academy is a very popular, oversubscribed and thriving school serving the Catholic community of the North of Stoke on Trent. The Academy has an impressive record of success, acknowledged in our inspection in September 2021 (full report on school/Ofsted website).

We require a Premises Officer (whole year) to join our existing team in order to play an integral role in the maintenance and security of the school premises and site, ensuring a safe working environment for pupils, staff and visitors. Experience of working in a school environment would be preferred but absolutely not essential. There are a lot of transferrable skills from maintenance roles in other sectors.

The successful applicant will be enthusiastic, dedicated and flexible, be able to work well as a part of a team, but also have the ability to use their own initiative and work independently. It is also essential that you are able to communicate effectively (including using basic IT skills) with a wide range of people including teaching staff and students.

Duties and responsibilities will include but not limited to:

- Health and safety on the school site and performing duties in line with health and safety regulations (COSHH). Training will be provided where appropriate.
- Ensuring that the building and site are secure including opening and locking up on a rota basis with the other site staff.
- General maintenance of the school under the direction of the Facilities' Manager but also working independently from time to time.
- Receiving deliveries to the school site.
- Being a team player and having a 'can-do' attitude.

For more information, please see the job description and person specification.

The current post includes holidays which start at 28 days, rising to 33 days after 5 years' service, plus bank holidays. In addition to access to the Local Government Pension Scheme.

The Academy are committed to the safeguarding and welfare of children and young people and expects all of its employees to share this commitment. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous convictions. Shortlisted candidates will also be subject to an online check.

The Newman Catholic Collegiate will be merging with The Painsley Catholic Academy (which will be called St Gabriel the Archangel Catholic Multi Academy Trust (St Gabriel)) on 1st November 2025. This means that as of that date, all The Newman Catholic Collegiate employees will TUPE over to St Gabriel on their existing pay and conditions. This is a very routine process and is being done in full consultation with staff, HR advisors and unions. Should you have any concerns about this, please get in touch.

Application forms and further details are available on the Academy website or by contacting Mrs S Bennion via email: sbennion@smwca.org.uk

Closing date:
Friday 5 September 2025 (noon)