

PREMISES OFFICER

Scale 3, points 12-18

£24,773 - £27,656 pa

37 hours per week, all year round

6 weeks annual leave plus bank holidays

Start date: July 2023



Shift system in operation

The shift pattern works in a 4-week cycle during term time.

SHIFT	TIMINGS
Week 1 – Catmose College Early shift	Monday – Friday 6am to 2pm
Week 2 – Catmose College Late shift	Monday – Friday 11am to 7pm
Week 3 – Catmose Primary Shift	7am to 3pm
Week 4 – Harington School Shift	10am to 6pm

We are currently looking to recruit a Premises Officer based in Oakham to work across all sites within the Rutland and District Schools' Federation, which consists of Catmose College, Catmose Primary and Harington School.

As the Premises Officer you will be responsible with the Facilities Management team for ensuring that all Federation sites are maintained in a safe, clean and secure condition as required, undertaking such tasks as may be necessary for effective site management. We welcome applications from ex-military personnel.

For successful candidates there are exceptional opportunities for further professional development and promotion across the Federation. The successful candidate will be joining a strong and supportive Facilities Management team who take pride in their work. Staff enjoy many additional benefits that come as part of working within the Federation. These include, amongst others:

- A commitment to continued professional development.
- Priority admission for children of staff to the College and Primary.
- Outstanding facilities.
- Highly rated average final salary Government Pension Scheme.
- A broad range of opportunities to engage in extracurricular trips and activities.
- A subsidised restaurant, refectory and orangery.
- Complimentary lunch on staff training days.
- Cycleshare scheme salary sacrifice for bike purchases.
- Free parking.
- Complimentary flu vaccination.

We are committed to being an inclusive employer and welcome applications from candidates looking for a variety of flexible working arrangements.

If you have any questions regarding the role, please contact Simon Mellors, Operations Director, via email smellors@catmosecollege.com

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis,

and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

HOW TO APPLY

Application forms and information are available online at www.rutlandfederation.com or by emailing office@rutlandfederation.com.

- You should write a letter of application on no more than 2 sides of A4.
- You should complete all sections of the application form.
- On the form clearly state the names, addresses, telephone numbers and e-mail addresses of two professional referees; it is our usual practice to ask for references before shortlisting and always to ask for references before interviews.
- It is a condition of employment that you can provide proof of identity and qualifications gained.
- **Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.**
- Further information is within our Staff Recruitment Policy which can be found online at www.rutlandfederation.com/policies

Please note that due to the high number of applications we receive for positions, your application is unlikely to be considered if you do not follow these requirements. CVs are not accepted. The closing date is 9am on Friday 9 June 2023. You should send your application to Stuart Williams, Executive Principal, Catmose College, Huntsmans Drive, Oakham, Rutland, LE15 6RP. Applications can also be emailed to office@rutlandfederation.com.