



Headteacher: Mr John Molyneux

St Austin's Catholic Primary School, a Voluntary Academy
Back Duke of York Street, Wakefield, WF1 3PF

Telephone: 01924 339435 **Email:** headteacher@sa.bkcat.co.uk
Website: www.sa.bkcat.co.uk

Premises Supervisor

Location: St Austin's Catholic Primary School, WF1 3PF

Salary: Grade 6, scale point 12-18, £26,421 to £29,269

Contract Type: Split Shift, Permanent

Hours: 37 hours per week Monday to Friday

Morning's 07:00 – 10.30, 3 days per week, 07:00 – 10:15, 2 days per week
& afternoons 14:00 – 18:00 5 days per week

Job Share will be considered

St Austin's Catholic Primary School is a welcoming primary school situated in Wakefield. We take pride in offering a safe, well-maintained environment for our pupils to learn and grow. We are seeking a dedicated and proactive Premises Supervisor to join our friendly team and play a key role in the day-to-day management of our school site.

About the Role:

As our Premises Supervisor, you will be responsible for ensuring the school buildings and grounds are maintained to the highest standards, providing a clean, safe, and secure environment for all staff, pupils, and visitors. You will work closely with the School Business Manager and leadership team, managing site security, repairs, health and safety procedures, and liaising with contractors as needed.

Key Responsibilities:

- Oversee the day-to-day maintenance of the school site, ensuring it is clean, safe, and compliant with health and safety regulations.
- Manage site security, including opening and closing the premises, responding to alarms, and ensuring all security systems are operational.
- Carry out routine inspections and undertake minor repairs and maintenance.
- Liaise with external contractors and manage larger maintenance projects when necessary.
- Ensure the school grounds are kept tidy, including overseeing any outdoor play equipment.
- Support the school team with setting up rooms and spaces for events and activities.
- Maintain accurate records of site inspections, health and safety checks, and maintenance schedules.
- Ensure heating, lighting, and other utilities are working efficiently.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee in England & Wales, company number 08253770 whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, West Yorkshire, WF7 6BD.



This Academy is a member of

**The Bishop Konstant
Catholic Academy Trust**

Learning Communities, Inspired by Faith

About You:

The ideal candidate will be practical, reliable, and take pride in maintaining a safe and well-functioning school environment. You will have good DIY skills, be organised, and able to work independently with a proactive approach to problem-solving. Experience in a similar role would be beneficial, but we welcome applications from candidates who can demonstrate transferable skills.

Key Skills and Experience:

- Experience in building maintenance or a similar role (desirable).
- Knowledge of health and safety regulations and procedures.
- Basic maintenance and DIY skills.
- Good communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Flexibility to respond to out-of-hours emergencies (on occasion).

What We Offer:

- A supportive and friendly working environment.
- Ongoing training and development opportunities.
- A rewarding role in a vibrant school community.
- A network of support as part our partnership with other catholic primary and high schools within the Bishop Konstant Catholic Academy Trust.

If you are dedicated to maintaining a safe and welcoming environment where children can thrive, and are interested in becoming part of our team, we encourage you to apply. Further details about the role can be found in the job specification.

Application must be submitted using the CES application form and supplementary forms which are available on the school website at www.sa.bkcat.co.uk. Please return your completed application to Miss Rebecca Elsworth (School Business Manager) at school or via email at relsworth@sa.bkcat.uk by 9.00am on Wednesday 9th October.

If you would like further information about this post prior to submitting an application, please call school on 01924 339435 and request to speak to Miss Rebecca Elsworth. Visits to the school are encouraged.

Closing date: Wednesday 9th October – 9.00am

Interviews to be held: Monday 14th October

St Austin's Catholic Primary School is committed to the safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available on-line.

In accordance with the Childcare (Disqualification) Regulations 2009, if you are shortlisted for this post you will be required to declare that you are not Disqualified (or Disqualified by Association) from working within this setting.

Offers of employment will be conditional upon receipt of satisfactory references and successful pre-employment checks have been completed.