Site Maintenance Officer Advert

Join Highfields Academy as Site Maintenance Officer providing efficient maintenance of the school building and site.

Working with us includes access to:

* Local Government Pension Scheme
* Health care benefits including Virtual GP, Cognitive Behaviour Therapy and physiotherapy
* Career development opportunities

What are we looking for?

We are looking for someone who has experience in a site maintenance role and can provide the school with the support required to maintain a high quality site for educating our children.

You should have at least three years’ work experience in a site maintenance role and have good timekeeping and ICT skills. We use Microsoft O365 and expect the candidate to be competent in Office 365 applications. We also use a compliance system, for which full training will be provided.

The role will offer lots of varied responsibilities so you should be comfortable with every day being different and as a result we need you to be a quick learner. These traits are crucial as we are looking for someone who can join us and make an initial positive impact.

Who are Highfields Academy?

Highfields Academy is an average sized primary school on the outskirts of Nantwich town. We are a one-form intake school and currently have 205 pupils on roll, plus a very popular preschool.

We are part of Concordia Multi Academy Trust who are a registered Charitable Company consisting of five Cheshire West and Chester Primary schools, an Infant School in Wirral and a primary school in Cheshire East.

The Role

See our role profile for full information on the responsibilities of the role.

Hours

The role is 32.5 hours per week on a 52 week contract with 22 days annual leave which must be taken during school holidays and as agreed with the Headteacher.

The standard hours for this role are achieved through a split shift of 0700 to 1030 and 1515 to 1815.

We are happy to discuss with candidates alternative working patterns should they meet the needs of the school. *For example, the role could be 30 hours per week from 0700 to 1300.*

Location

The main place of work will be the school site. From time to time, you may be required to travel to other Trust locations.

Pay

The role will be Grade 5 which is £21,968.

Applying

To apply, please complete the application form and send your CV with a covering letter to [admin@highfieldsnantwich.cheshire.sch.uk](mailto:admin@highfieldsnantwich.cheshire.sch.uk) . Your covering letter should include why you are applying for the role and provide insight in to how you meet the role profile.

We will shortlist the applicants and they will be invited to a face-to-face interview with the Headteacher and School Business Manager. The Trust COO may also attend. The closing date for applications is Friday 24th January 2025 at 4pm. Visits to the school can be arranged by emailing [admin@highfieldsnantwich.cheshire.sch.uk](mailto:admin@highfieldsnantwich.cheshire.sch.uk).

*Concordia Multi Academy Trust is committed to safeguarding and promoting the welfare and safety of pupils. The successful applicant will be subject to stringent vetting procedures including an enhanced DBS check, section 128 check and satisfactory references.*

*Concordia Multi Academy Trust are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*