

Site Officer Willow Tree Primary School

Education School

Salford Schools

Willow Tree Primary School

2 Greenland Street

Salford

M6 5TJ

Tel 0161 921 2850

Email: willowtree.primaryschool@salford.gov.uk

Grade: 2A

Hours: 36 hours per week (Monday – Thursday -6:30am – 10:30am and 2:30pm -5:45pm, Friday 6:30am– 10:30am and 2:30pm – 5:30pm)

Contract Type: Permanent All Year Round

Required: ASAP

The Governors, staff and children at Willow Tree Primary School are looking to appoint an enthusiastic, highly motivated and hardworking Site Officer to be part of our team. Someone to engage with pupils, staff and parents with a passion for contributing to making the school environment a better place for all.

This role includes the responsibility of being a keyholder, ensuring the premises are secure and hold the responsibility of opening and closing school. It will also require attendance out of hours when necessary, in the event of an alarm call.

The successful candidate will:

- Be highly motivated
- Have good communication skills
- Be capable of working to schedules and also use own initiative.
- Be able to balance regular health and safety checks with daily cleaning, record keeping and maintenance
- Have basic DIY skills and a practical aptitude for general building and grounds maintenance.
- Have an awareness of health and safety matters and a willingness to undergo appropriate training where needed
- Enjoy working in a school environment
- Be an excellent and positive communicator with both children and adults
- Be able to liaise with contractors and manage external maintenance contractors
- Clean to a high standard

In return we can offer:

A friendly and highly skilled staff

A welcoming school environment

A commitment to be supported in developing their career through CPD opportunities.

We would welcome prospective candidates to look around our school. Please ring school on 0161 921 2850 to arrange an appointment.

The school is committed to safeguarding and promoting the welfare of all its children and we expect all stakeholders to share this commitment. An enhanced DBS will be required. Social media/online services may occur for shortlisted candidates.

If you have lived or worked abroad for 3 months or more in the last 5 years or 12 months or more (whether continuously or in total) in the last 10 years whilst aged 18 or over, please refer to the link below for details for how to obtain your Certificates of Good Character.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Continuous service commitment

New employees can now keep their service related benefits when moving between a whole host of public sector organisations within Greater Manchester, which include: Councils, NHS, Greater Manchester Fire and Rescue, Transport for Greater Manchester, as well as many others.

Diversity and Inclusion

We are committed to developing a culture which respects individuals, appreciates difference and allows everyone regardless of background to reach their full potential. We are proud to be an accredited disability confident employer and a Stonewall Diversity Champion. We understand how hard it can be to combine caring for a loved one with work so we aim to provide support and flexibility to balance family and caring responsibilities with work <https://greater.jobs/content/9189/diversity-and-inclusion>

Our core data protection obligations and commitments are set out in the council's primary Recruitment and Employment Privacy Notice which can be found at <https://www.salford.gov.uk/gdpr>

We have made a commitment to improve the employment opportunities for people with disabilities, care leavers, carers, and ex-military personnel by way of a Guaranteed Assessment Scheme. Our application forms ask you to indicate if you meet any of the criteria within this scheme, and so to find out more and if you qualify please visit: [Greater Manchester Guaranteed Assessment Scheme | greater jobs](#)

Closing Date 30/09/2024

Shortlisting 04/10/2024

Interviews W/c 07/10/2024