



Trumpington Park
Primary School



VACANCY FOR SITE OFFICER AT HISTON AND IMPINGTON INFANT SCHOOL - IMMEDIATE START

Hours of work: Monday to Fridays, 37.5 hours per week

This is a permanent full-time position

(The role operates on a split shift – a job share arrangement may be considered)

Salary range from Points 2 - 11: £18,198 – £21,748 per annum (depending on skills/experience)

Cambridge Primary Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment is subject to an Enhanced DBS check, references and any overseas checks.

We are looking for an enthusiastic, reliable and dedicated individual to join the CPET Estates Team, initially based at Histon and Impington Infant School. In January 2021, Histon and Impington Infant School moved to a brand new site on Glebe Way, Histon and from September 2021, will be known as Histon and Impington Park Primary School.

The role will be varied and will include general maintenance of the new school site; locking/unlocking and key holder duties; routine testing e.g. fire/security alarms; portage duties; liaising with contractors; health and safety on the site; the monitoring and reduction of energy consumption and the supervision of the premises during community use, where appropriate. You will be expected to attend Trust property/health and safety meetings. To carry out the role, you will need to use a variety of computerised software packages so proficient ICT skills would be an advantage. An element of out of hours work, including evenings and weekends, may be necessary.

You will be based at Histon and Impington Infant School but will also be required to share duties with other estate staff across both Infant and Junior School.

Cambridge Primary Education Trust (CPET) is a highly successful multi-academy trust which currently comprises of Histon and Impington Infant School, Histon and Impington Junior School, Hatton Park Primary School, Trumpington Park Primary School and Somersham Primary School. Our schools work very closely together and we promote collaborative working across the whole Trust in addition to providing outstanding professional development opportunities for all our staff.

You will be responsible to the Headteacher and Executive Principal.

Closing date for applications: Tuesday 4th May 2021 (by 9am)

Interviews: Week of Monday 10th May 2021

Application packs can also be downloaded from the Vacancies Page of the Cambridge Primary Education Trust website: <https://www.cpetrust.co.uk> and the Histon and Impington Infant School website

<https://www.histonandimpingtoninfant.co.uk>.

If you have any queries, please contact CPET HR Manager – email cday@cpetrust.co.uk or telephone 01223 491656.