**Site Services Officer**

**Meadow Park School**

**Grade 4 £25,183 - £28,624**

**37 Hours per Week, All Year Round**

An exciting opportunity has arisen at Meadow Park School for a motivated and dynamic Site Services Officer to support the school on its improvement journey. Supporting the Sites Services Manager and as part of our Site Services team, you will help to maintain and support the smooth running of the school. This will include day to day maintenance and upkeep of the site and other key duties; reporting on aspects of site maintenance and activities associated with janitoring and handyperson duties. The role also includes transportation of students to and from various locations.

We are looking for someone who shares our passion for supporting students and staff to ensure Meadow Park School is a place to “Thrive Together”.

Finham Park Multi Academy Trust is a growing organisation, which is currently made up of seven schools across Coventry and Warwickshire, of which Meadow Park School is one. The Primary and Secondary schools in Finham Park MAT set out to pioneer, innovate and deliver a “World Class” education for all.

At Meadow Park School we are committed to nurturing excellence, growing aspiration and thriving together. Meadow Park School strives to achieve excellent outcomes for young people, but also provides opportunities for them to be creative, innovative and to enjoy their learning.

Meadow Park was recently inspected by Ofsted and graded ‘Good’ for Attitude to Learning, Personal Development and Leadership (November 2023). The Lead Inspector noted in their report that:

*“Pupils, parents and staff all describe the significant improvements that have taken place at the school since the arrival of the new headteacher”;*

*“There is now a clear and ambitious vision evident from all leaders to improve the quality of education for all pupils”;*

*“The school is welcoming to all pupils and frequently described as caring and compassionate”.*

The successful candidate must be:

* Committed to making a positive difference to the lives of students and staff.
* Resilient with a strong personal drive.
* Able to demonstrate a range of practical skills, organization and communication
* Passionate about securing the most productive learning opportunities for students in school.
* Values driven, dedicated to “Thrive Together”

We will offer you:

* A positive and innovative learning culture, where wellbeing and workload are effectively managed.
* A dedicated, highly skilled and committed staff, upholding high expectations and aspirations for all of our students.
* A strong sense of community and a warm, welcoming workplace.
* Frequent opportunities to collaborate with support staff from the other schools in the MAT to develop and share best practice.
* A vibrant, modern building and facilities (including the use of two minibuses for fixtures/tournaments) in a beautiful location within easy reach of the M40/M6 corridor.

Are you looking for your next challenge? If so, this could be the perfect opportunity for you!

Candidates who submit an application form before the closing date, may be invited for interview early, therefore, it is strongly advised that you complete and return your application as soon as possible.

Visits to the school are welcomed. If you would like to have an informal discussion with the Headteacher, Bernadette Pettman about the role telephone 02476 302580.

**Applications are submitted through our Every Candidate Portal. Click the link below to take you directly to the site.**

<https://candidates.every.education/Vacancies/Details?advertKey=02040c3b-4d27-4e71-9cea-f6f2b7ae05ae>

Alternatively, you can click on the ‘application form’ on our careers website which will direct you to the application page.

To request any of the documents in an accessible format, or to request an application form via email please contact [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or call 02477 180000 and select option 2 for HR.

If you are a new user to our portal, you can click on ‘Register’ to complete your candidate profile. If you want to apply directly for this role and not save your data for any future vacancies, you can click on the ‘Apply Now’ button at the bottom of the Every page.

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>

**Closing date: Tuesday 18th February 2025**

**Interview date: TBC**

***Completed application forms should be returned to*** [***apply@finhampark.co.uk***](mailto:apply@finhampark.co.uk) ***or by post to:***

***For further information on this role and other opportunities within the MAT, please visit*** [***https://careers.fpmat.co.uk***](https://careers.fpmat.co.uk)

***Meadow Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be request to undertake an Enhanced Disclosure and Barring Service Check.***

***Online Checks***

***In line with KCSIE (Keeping children Safe in Education) 2023 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.***