



St Louis Catholic Academy Job Vacancy

Site Officer

Post Title:	Site Officer
Responsible to:	Head of School
Term:	Permanent
Hours:	32.5 hours per week, 52 weeks per year 7.15am to 10.15am and 2.00pm to 5.30pm Monday to Thursday and 7.15am to 10.15am and 2.45pm to 6.15pm on Fridays
Holiday:	23 days plus 8 Bank Holidays 27 days plus 8 Bank Holidays (with more than 5 years continuous local authority service)
Grade:	From £19,698 to £22,183 FTE depending on experience

We are looking to recruit a Site Officer to be responsible for the caretaking of our site.

The position is based in our Newmarket School, close to the town centre and would ideally suit someone who lives locally.

The main purpose of the role is to ensure that the school premises and contents are properly maintained, secured and ready for use, in accordance with the practices and procedures of the school.

We are keen to provide the best education and learning environment possible for our children and the role would see the successful candidate joining at an exciting time of investment in the site. The successful candidate would be required to oversee the safety of the site, maintain positive relationships with our contract cleaners, carry out repairs, liaise with contractors, contribute to waste and energy management, maintain grounds, move deliveries and furniture around site and support development of outdoor and indoor learning spaces. Visits to the school are strongly encouraged (COVID measures operating in school).

St Louis is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal record check via the DBS before they can be appointed.

Please telephone the school office for an application form or email antoinettejones@stlouisacademy.co.uk if you are interested.

Tel: 01638 662 719

Closing date for applications: 12 noon on Monday 12th July

We reserve the right to interview prior to the closing deadline, so early applications are encouraged.