

Maintenance Officer

Frodsham Primary Academy
Ship Street
Frodsham
WA6 7PZ
Telephone Number: 01928 249840
Head of School: Mrs Gemma Callaghan



Job role: MAINTENANCE OFFICER

Warrington Borough Council Grade 5 (£20,028-£22,162 dependent upon experience) 30 hours per week, full time [Equivalent to Cheshire West grade 5/6 (SCP 8-14max)]

Required ASAP. **This will be a temporary position to cover long term sickness absence, with the possibility of continued employment across the Trust.**

The Governors, staff and children of Frodsham Primary Academy are looking to appoint an experienced Maintenance Officer to join our school team from July 2024. Applications are invited from enthusiastic and innovative, experienced site managers or caretakers willing to learn and develop in their role. This is a wonderful opportunity to join our fantastic team and an ideal chance for the right candidate wishing to develop their skills and learn from others around them. You will be supported by the Estates Manager within the Trust. The successful candidate is to undertake efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use. The role will be a split shift role for 30 hours per week. There may be additional hours at key times.

The successful applicant must be able to maintain the school building and its grounds to the highest standard and be able to work to their own initiative. An understanding of Health and Safety responsibilities and general buildings improvement and maintenance is essential. Our school community places the highest priority on keeping children safe.

Visits are welcomed please contact the school office on 01928 249840; we would be delighted to show you around our school and discuss the role.

We can offer:

- A forward thinking team of Staff and Governors.
- A strong ethos which focuses on the whole child.
- Enthusiastic and motivated children who love to learn.
- A strong commitment to professional development with lots of support.

We are looking for a Maintenance Officer who will:

- Ensure the security of the building at all times, including being a registered key holder.
- Keep well organised files and complete paperwork to a high standard
- Manage the cleaning team and maintain the cleanliness of the school site.
- Liaise with contractors
- Monitor and operate the energy systems
- Work with the administration team for banking duties and ordering supplies.
- Is forward thinking and uses their own initiative for the needs of the pupils in their care

Show rounds are encouraged and will be held on, please contact the school office 01928 249840 to book.

Closing date: Monday 1st July 2024 midday.

Shortlisting: Monday 1st July

Interviews: TBC

Please complete the attached application form and email to frodsham.head@wpat.uk.

If you have any questions, please contact us on Frodsham.office@wpat.uk or phone the school office for an informal discussion about the role.

Frodsham Primary Academy is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. The successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Service. Further details can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>