

St Joseph the Worker Catholic Primary School

"A loving Christian family striving to achieve excellence"



Bewley Drive, Kirkby, Liverpool, L32 9PF

Phone: 0151 477 8170/3

Premises Officer Level 3

Grade G (SCP26 - 28) - £23,866-£25,463 plus Key Holding

36 hours/week, 52 weeks/year

This is an exciting opportunity for an experienced person to apply for the role of Premises Officer in our successful Catholic School. The Headteacher and Governors would like to invite applications from experienced, highly motivated practitioners to join our supportive and inclusive community.

You will have proven experience of working within a school environment and the successful applicant will not only be required to sustain the current systems and facilities, but to demonstrate the capacity to develop these to maximise the potential of our school site.

Key areas of involvement will be;

- Health and Safety Support
- School Risk Assessments
- Building Development Support
- Grounds Development Support
- School Security
- Day to day site management

You will be expected to support the Headteacher and Governors in developing the high standards of Premises Management that currently exist.

Visits to the school are encouraged and welcome by appointment.

An application pack which includes a job description and person specification for the role is available from the school website: www.stjosephtheworkercps.co.uk.

Further information and application forms are available from Mrs Lindsey Meadows, School Business Manager, by telephone on 0151 477 8170 or email stjosephtw@knowsley.gov.uk.

Completed application forms should be sent directly Mrs Lindsey Meadows by e-mail or at the address stated above and marked for the attention of Mrs Lindsey Meadows.

St Joseph the Worker Catholic Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

Closing Date: 12:00pm Monday 21st January 2019

Interviews: Friday 25th January 2019

