



Blessed Thomas Holford Catholic College

May God's love be our guide 

Site Services Officer/Caretaker/General Maintenance Required as soon as possible

Full time /all year working hours: 36.25 per week (7.25 hours per day)

Normal working pattern during term time on a two-week rota:

Week 1: 6.00 am to 2.00 pm and week 2: 11.00 am to 7.00 pm

**Working pattern during school holidays: 8.00 am to 4.00 pm
(flexibility is required, based on contractor needs)**

Band 3: £25,183 to £27,269 (scp 6 to 11)

We are looking to appoint a reliable, enthusiastic Site Services Officer/Caretaker to join our team to support and maintain the school premises and to ensure our school facilities are safe, secure, clean and well maintained – at all times.

The successful candidate will be part of the site team and will have key holding responsibilities.

We are looking for candidates who:

- have a flexible approach to working hours to ensure the needs of the school are met
- have a practical, hands-on approach to problem solving
- can undertake basic DIY/painting tasks, and ideally have experience of caretaking and security
- can work as part of a team as well as independently

We offer:

- 26 days annual leave, increasing to 31 days after 5 years; plus, Bank Holidays
- Generous pension scheme

Informal enquiries about the role can be made to Catherine McGlone, HR Administrator, either by e-mail to recruitment@bthcc.org or by phone: 0161 768 6030

The job description and application forms are available on the school's website:

<https://www.bthcc.org.uk/vacancies>

To Apply:

Completed applications should be sent to: recruitment@bthcc.org

All applications must be made using the support staff model application form. CV's will not be accepted.

Please note: should a suitable number of applications be received prior to the closing date, we may bring the date forward)

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.