



St. Mark's Catholic Primary School



Headteacher
Miss S. Bradshaw

Fir Avenue, Halewood, Knowsley, L26 0XR

Tel: 0151 288 8910
Website: www.stmarkshalewood.org.uk

Premises Officer Level 3

Pay Band G / SCP 19-22

£29,777-£31,364 pro rata per annum plus Standby Allowance £3,435 pro rata per annum

Actual salary £20,678-£21,781 + Standby Allowance £2,385 per annum

25 hours per week / 52 weeks per year / To commence as soon as possible.

This is an exciting opportunity for an experienced person to apply for the role of Premises Officer in our successful 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 or similar 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, SLT and Governors in developing the high standards of Premises Management that currently exist.

Visits to our school are welcomed. Please call us on 0151 288 8910 to arrange an appointment.

How to Apply:

St Mark's 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.

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the 'Keeping Children Safe in Education Statutory Guidance 2022'

An application pack can be found on our school website www.stmarkshalewood.org.uk

Completed applications should be returned by e-mail to stmarks@knowsley.gov.uk and marked FAO: Gill Holt, Business Manager.

Closing date and Shortlisting:- Monday 10 June 2024 at 12.00 noon

Interview Date:- Friday, 14 June 2024

In a caring Christian community together we love, learn, laugh and achieve.

