



Hulme Hall Grammar School

Vacancy for Site Maintenance Officer

Hulme Hall Grammar School, Stockport

(An independent school for boys and girls)

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| Start Date | As soon as possible |
| Contract Type | Full Time / All Year Round |
| Salary | £20,000 - £22,000 depending on experience |
| Closing Date | Friday 21 st January 2022 |

Hulme Hall Grammar School is a small school noted for its caring and nurturing ethos and focus on the individual child. The School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake all appropriate safeguarding and employment checks and the appointment will be subject to satisfactory clearance by the Disclosure and Barring Service.

The Governors are seeking to appoint an enthusiastic Site Maintenance Officer who will provide support to the Site Manager in ensuring the buildings are safe, secure, maintained and that a clean environment exists both internally and externally. The person will need to pay attention to detail, work well under pressure, have a positive approach to work and a “can do” attitude.

Under the guidance of the Site Manager, Business Manager and Headmaster, the postholder will contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including portering, compliance checking, liaising with contractors, general maintenance and cleaning. The emphasis of this post will focus on site supervision, cleaning, and “handyperson” activities.

This is a full-time, all year-round appointment based on 37½ hours per week (11.00am - 6.30pm during term time and working a flexible shift pattern during the school holidays). Annual holiday entitlement is 30 days to be taken during the school holidays.

For a detailed job description and application form, please email the Business Manager, Mr Lynch, at m.lynch@hulmehallschool.org. Alternatively, these documents can also be downloaded from the Vacancies section of the school website at: www.hulmehallschool.org

A fully completed application form (which can be downloaded from the school website), to include details of two confidential referees should be addressed to: The Business Manager, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to Mrs Cooke at the address above.

The closing date for applications is Friday 21st January 2022.

Interviews are scheduled to take place in the week commencing 24th January 2022.