

'Weaverham High School is a wonderful place to learn' OFSTED 2020



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning. We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.



We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.
"Be the best version of you"

Site Maintenance Officer (PART-TIME MORNINGS ONLY)

The Governors of Weaverham High School are looking to appoint a morning Site Maintenance Officer to start as soon as possible. The successful applicant will be reliable, able to work on his or her own initiative as well as being able to work as part of a team.

The post is permanent subject to a satisfactory references and probationary period. The salary range for this post is Grade 4 12.65 to £13.05 an hour, 20 hours a week, full year. (Annually FTE £24,404 to £25,183)

Total hours: 20hrs per week, working times: 6am – 10am Monday to Friday 52 weeks per year

In return we can offer you:

Paid public holidays and 5 weeks paid annual leave (rising to 6 weeks after 5 years continuous service). Paid sick leave in accordance with length of service

Access to the Cheshire Pension Fund (a Local Government Pension Scheme) with a very generous employer' contribution rate

Access to the Working Rewards Scheme which is our employee benefits package which provides a range of benefits including salary sacrifice schemes such as childcare vouchers, bicycles, technology and mobile phones. There are also a wide range of discounts available on shopping, holidays and entertainment. The scheme also features access to Brio Leisure's Workfit scheme which has a range of facilities across the Cheshire West and Chester area.

Access to a free enhanced Employee Assistance Programme

Uniform is provided

How to apply

For further information and email jobs@weaverhamhighschool.com or see school website www.weaverhamhighschool.com
Applications are to be submitted via MYNEWTTERM <https://mynewterm.com/school/Weaverham-High-School/149614>

Please complete the school application as fully as possible and explain any gaps in your employment history Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidate. The successful applicant will require an enhanced Disclosure and Barring Service check.

Deadline date 9am Wednesday 11th March 2026

Applications may close before the deadline, so please apply early to avoid disappointment

**CHESHIRE WEST AND CHESTER BOROUGH COUNCIL
JOB DESCRIPTION QUESTIONNAIRE**

JOB TITLE	Site Maintenance Officer (no staff) (Secondary School)	JOB REF NO	AAAE5001 (a)
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BASIC JOB PURPOSE

To be responsible for the security of the premises and its contents; including being the registered key holder.

To ensure that the lighting and heating systems are in good working condition.

To carry out cleaning of designated areas.

To undertake minor repairs and portage duties.

MAIN RESPONSIBILITIES

1	Maintain the school building, including effecting repairs and improvements in order to fulfil the school's specific responsibilities.
2	Monitor and operate the engineering system (ie, heating, etc) and advise management of any faults in order to ensure the most economical use of fuel and water.
3	Discuss with and monitor the work of contractors engaged by school and C.B.S. to ensure specified standards are achieved.
4	Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
5	Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
6	Carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
7	Order supplies in order to maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
8	Carry out banking duties as required by the School.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Are there any tasks/duties which the Job Holder carries out only occasionally or at certain times in the year? No

Supplementary information regarding this role at Weaverham High School

Weaverham High School is looking to appoint a part-time Site Maintenance Officer to start as soon as possible. This is a permanent position.

Working hours are 6am to 10am Monday to Friday (20 hours per week). This is a 52-week position, and you will only be able to take your annual leave during school holiday times.

You will need to be physically fit enough to be able to move chairs and heavy boxes around on a daily basis. Your daily tasks will include

- unlocking the school
- replenishing washroom consumables
- emptying bins both inside and outside the school and litter picking
- setting out chairs for assembly each day
- moving deliveries to classrooms
- weekly cleaning of sports hall floor
- drive school mini bus without passengers
- carry out PAT testing as required
- monitor and order washroom supplies
- jobs around school as requested by the Site Manager

In return we can offer you:

- A competitive salary (range is £12.65 to £13.05 depending on experience)
- **Paid public holidays**
- 5 weeks **paid annual leave** (rising to 6 weeks after 5 years continuous service)
- **Paid sick leave** in accordance with length of service
- Access to the Cheshire Pension Fund (a **Local Government Pension Scheme**) with a very generous

Employer's contribution rate

- Access to the **Working Rewards Scheme** which is our employee benefits package which provides a range of benefits including salary sacrifice schemes such as childcare vouchers, bicycles, technology and mobile phones. There are also a wide range of discounts available on shopping, holidays and entertainment. The scheme also features access to Brio Leisure's Workfit scheme which has a range of facilities across the Cheshire West and Chester area
- Access to a free enhanced **Employee Assistance Programme**
- Uniform is provided

If you require any further information regarding this position, please contact Mrs Zoe Walker (PA to Headteacher) on 01606 852120 or by emailing Iain.Anderson@weaverhamhighschool.com