**Upton-by-Chester High School**

Post Title: Site Maintenance Officer

Starting: October 2025

52 Weeks per Year, 37 Hours per Week

Salary: Grade 4- £25,185-£25,989 per Year depending on experience

Application Deadline: 6th October 2025

I would firstly like to thank you for your interest in a vacancy at Upton-by-Chester High School. The purpose of this information is to help you get to know more about our school and help you to decide if this is the right post for you.

Upton-by-Chester is a large and successful comprehensive secondary school located in Upton-by-Chester, an area on the outskirts of the wonderful city of Chester. Upton-by-Chester High School was established in 1968 and has gone from strength to strength over this time. We are a thriving, vibrant school with a proud record of academic excellence and success. Combined with our exceptional extra-curricular opportunities, we inspire our learners to flourish, no matter what their strengths and aptitudes. We are fully inclusive and open to young people of all abilities.

The school was inspected in February 2025.  Inspectors found that;

*"Pupils flourish in this school’s nurturing and inclusive environment. Students in the sixth form are particularly appreciative of the school’s support for their academic achievement and personal growth. Pupils develop positive relationships with staff. This helps them to feel known and cared for, despite the large size of the school. A culture of trust and respect is evident." (Ofsted 2025)*

An exciting development for the school is being part of the School Rebuilding Programme.  This means that between September 2025 and September 2028 the school will undergo a complete rebuilding programme to provide learners with brand-new indoor and outdoor facilities to support their learning.  Details of the new build can be found on the schools 'New Build' webpage.

The school currently serves both the local community and an extended catchment area with learners attending the school from up to 40 individual primary schools. There are currently 1750 learners on roll and the school is oversubscribed in a number of year groups. The school also has an outstanding Sixth Form (Ofsted 2015, 2019 and 2025).

Our school motto is **'Learning to Shape the Future'**. This really does capture what is at the heart of the school. We ensure that every learner - whatever their previous attainment - will gain life-long enrichment and learning from the time they spend with us at Upton. Our approach is to provide opportunities that will capture the imagination of our learners and allow them to develop their knowledge, skills and understanding to be successful academically and socially. We will provide traditional academic subjects and vocational opportunities so we can support the learning needs of all our young people.

Our learners are fantastic and our greatest asset. They represent a truly comprehensive intake in terms of ability and preparedness for learning. They are committed to their learning, and they strive to succeed. We also have a very talented team of teaching and support staff who support and challenge every learner to be the best that they can be. The professional development opportunities of our staff are highly valued.

Upton-by-Chester High School is a great place to work. It is challenging, focused on teaching and learning and dedicated to the wellbeing of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our learners. We know that our school can only be as good as the workforce within it.

The school is at an exciting stage of development within the changing educational landscape in England. If, prior to submitting an application, you would like to see for yourself why we believe Upton-by-Chester High School is a great school in which to work, then please let us know.

Yours Faithfully

**Lee Cummins**  
B.Ed(Hons), M.Ed, NPQH

Advert –Site Maintenance Officer

Site Maintenance Officer

(AAAE5001a)

Salary: Grade 4- £25,185-£25,989 per Year

52 Weeks per Year, 37 Hours per Week

26 days annual leave rising to 31 after 5 years continuous service

Required October 2025

Ofsted short inspection in February was highly successful, endorsing our previous judgement, ***‘This is a good school with an outstanding sixth form’***

Providing excellent customer service is key to this role.

The successful candidate will be an excellent communicator with proven experience and wide range of practical maintenance skills.

This role will provide the successful candidate with a wealth of challenges ranging from reactional maintenance work to taking a proactive approach to assist with planned developments across the school site.

If you are committed to high standards with outstanding work ethic, have vision, ideas and initiative, then we are keen to hear from you.

Download an application form from our website[www.uptonhigh.co.uk](http://www.uptonhigh.co.uk) Electronic applications should be returned to [lloyds@uptonhigh.co.uk](mailto:lloyds@uptonhigh.co.uk) CVs alone will not be accepted

**Closing date: 6th October 2025**

Please be advised there may be occasions, due to tight deadlines when we have to close a vacancy once we have sufficient applications. Please submit your application early.

All post holders are subject to satisfactory clearances and suitable references, the successful applicant will be required to apply for clearance from DBS (Disclosure & Barring Service. Further information can be found at [www.gov.uk](http://www.gov.uk)

***Our school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***As part of our Safer Recruitment process, shortlisted candidates could be subject to an online search.***

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| IMPORTANT THE REHABILITATION OF OFFENDERS ACT  The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, YOU **MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**  If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Standard/Enhanced Disclosure. Further information is contained in the Further Details document enclosed. | |
| JOB TITLE: | Site Maintenance Officer |
| REFERENCE: | AAAE5001a |
| GRADE: | 4 |
| RESPONSIBLE TO: | Site Manager |

**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 porterage duties.

**MAIN RESPONSIBILITIES**

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| **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 (i.e., 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. |
| 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. | |

Person Specification

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| --- | --- | --- | --- |
|  | ESSENTIAL | DESIRABLE | EVIDENCE |
| Qualifications and Training | * General Education 5 GCSE’s (or equivalent including Maths & English) | * Practical experience of; * Plumbing * Heating * Electrical | * Application form * Letter of application * Certificates to be provided at Interview |
| Experience | * High level of competence in administrative procedures * ICT skills * Working knowledge of Outlook, Word and Excel * Sound negotiating and judgemental skills | * Familiarity with school systems; * SIMS | * Application form * Letter of application * Interview |
| Personal Qualities | * Ability to work under pressure and with conflicting demands and deadlines * Excellent interpersonal and communication skills * Adaptable & flexible character * Demonstrate patience and resilience * Professional approach * Proactive and self-motivated * Approachable nature | * Open to innovation | * Application form * Letter of application * Interview * References |
| Other | * Excellent attendance record * Flexible approach to working hours * Reliable, flexible and trustworthy * A commitment to high standards * A belief in, and commitment to, the school’s vision ‘learning to shape the future. | * An affinity with young people and an empathetic, student-centred approach | * Letter of application * Interview |

Safeguarding Young People

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

* An enhanced DBS disclosure;
* Checks of professional status;
* Confirmation of professional qualifications;
* Receipt of strong references (if not received by the time of interview); and
* Medical clearance

2. We only accept applications completed on the Cheshire West and Chester Application Form with a covering letter. Please do not send CVs or open testimonials.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.

As part of our Safer Recruitment process, shortlisted candidates could be subject to an online search.

Procedure for Application

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a concise letter of application. This should be typed or word-processed and should include the following information:

1. A brief outline of what you have achieved in your present post

2. A statement about why you want this job.

3. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within the information sent to candidates.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr L Cummins (Headteacher), to arrive no later than midday on Monda 6th October to the below email. [LloydS@uptonhigh.co.uk](mailto:LloydS@uptonhigh.co.uk)

**Please note that we will only consider applications submitted on the Cheshire West and Chester application form.**

Interviews are planned to take place as soon as possible. If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange risk-assessed informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Mrs S Lloyd, HR Manager.

Tel: 01244 259890

E-mail: [LloydS@uptonhigh.co.uk](mailto:LloydS@uptonhigh.co.uk)