

Role: Site Maintenance Officer

Location: Halton Lodge Nursery and Primary School

Salary: Grade 5, Scale Point 6-11

FTE: £25,183 - £27,269

Contract type: Permanent

Hours: 37 per week, 52 weeks a year

Split shifts - Flexible hours Monday-Friday around core hours 7am - 9am & 4pm -6pm)

The Governors and Headteacher at Halton Lodge Primary School wish to appoint a dedicated Site Maintenance Officer to join our team. This position will be for 37 hours per week, 52 weeks per year.

We are looking for a friendly, caring and motivated person with plenty of energy who can join our hardworking team to ensure the maintenance, safety and security of our school building for our pupils, staff and visitors.

At Halton Lodge Primary School, we can offer you:

- A friendly, hardworking team of staff,
- A welcoming and vibrant school,
- Happy children who enjoy learning.

The successful candidate should have:

- A good standard of general education
- Good general maintenance skills
- An ability to perform the physical tasks required which include lifting, carrying and pushing equipment.
- Basic IT skills
- An ability to follow written and spoken instructions
- Excellent communication skills - with an ability to treat people in a respectful and inclusive manner.
- An ability to work independently, as well as in a team, and to show initiative and self-motivation.

If you have the skills, energy and enthusiasm to successfully do this job, we would be delighted to hear from you.

Please complete an application form and provide a supporting statement outlining your interest, expressing how you feel you could contribute to our school (on no more than 1 side of A4).

Please email your application for the attention of our Executive Headteacher, Annette Williams, on Head@haltonlodgeps.org.uk

Prospective candidates are invited to visit the school for a show around, to meet the headteacher and see the school site (outdoor areas and building) on:

Wednesday 1st October

Please contact the school (01928 564053) to book on to one of these show arounds.

Closing date: Wednesday 8th October 2025

Interviews: Monday 13th October 2025

Our school and Weaver Trust place the highest priority on keeping our children safe. Applicants will be subject to a stringent vetting, including an Enhanced DBS check and induction process.