



ELLESMERE PORT

Catholic High School

Site Maintenance Officer

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, 'I have come so that they may have life and have it to the full' (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Our Mission: is to provide a high-quality, inclusive Catholic education that inspires all students to achieve their full potential – spiritually, academically and personally – within a supportive and nurturing community.

Ellesmere Port Catholic High School is more than just a school; it's a thriving community where faith, learning, and personal growth flourish hand in hand. Situated at the heart of Ellesmere Port, Cheshire, we are a welcoming and inclusive environment dedicated to providing an exceptional educational experience rooted in Catholic Values.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

Why Choose Ellesmere Port Catholic High School?

- A Strong Catholic Ethos
- Academic Excellence
- Nurturing Environment
- Rich Extracurricular Opportunities

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



The highest
quality of
Teaching

The highest
quality of
**Pastoral
Support and
Guidance**

The highest
quality of
Leadership

The highest
quality of
**Extra-
Curricular,
Enrichment
and
Volunteering
Programmes**



With 960 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- ❖ To promote the dignity and worth of each person
- ❖ To have a strong catholic Ethos
- ❖ To ensure every child is known
- ❖ To have high expectations of everyone
- ❖ To have excellent leadership at all levels
- ❖ To provide excellent teaching
- ❖ To encourage exemplary behaviour and personal standards
- ❖ To be at the heart of the community
- ❖ Promotion of British values

Our priorities

- ❖ To raise achievement – meet targets for GCSE and vocational results
- ❖ To develop the quality of teaching – 100% of lessons as “good or outstanding”
- ❖ To develop leadership – all staff leading learning
- ❖ To focus on behaviour and safety – improve attendance and reduce exclusions
- ❖ To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school

Join our Team

Are you a passionate and dedicated individual looking to make a real difference to the lives of young people? We are always seeking talented and committed staff who share our vision and values.

We are looking for individuals who are:

Committed to Catholic education

Inspirational and effective educators

Team players who contribute positively to our school community

Dedicating to fostering the holistic development of every child.

What we offer our staff:

An employee assistance programme to you and your family

An excellent staff wellbeing programme

An attractive Pension scheme

A supportive and collaborative working environment

Opportunities for professional development and career progression

A strong sense of community and shared purpose

The chance to make a tangible impact on the lives of our students

Current Vacancies:

Please visit our website www.epchs.co.uk for a list of our current vacancies and application information.

We welcome applications from both experienced professionals and those new to the profession (unless specified in the advert itself) who are eager to develop their careers within a supportive and nurturing environment.

Come and see for yourself!

We warmly invite you to visit Ellesmere Port Catholic High School to experience our vibrant community first hand.

Phone our PA to the Headteacher on 0151 355 2373 to arrange a tour of the school.



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10:10

Site Maintenance Officer

Grade 4, Salary £25,184 - £25,988

37 hours per week, Full year

In addition to the above, we offer an employee assistance Programme to you and your family, continued professional development, an excellent staff wellbeing Programme, and an attractive pension scheme.

Governors are seeking to appoint an experienced Site Maintenance Officer. The successful candidate will play an important role in ensuring the smooth running of the school including site security, maintenance and repairs of buildings and Health and Safety responsibilities. As a school, we are constantly seeking to improve the building and facilities with small building projects and refurbishments so skills of trade would be a great advantage.

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work well within a team.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9.00am Thursday 20th November 2025.

Interviews will be held the following week.

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 Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to enhanced DBS check and online search.



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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November 2025

Dear Applicant,

Site Maintenance Officer AAAE5001(a)

Grade 4, Salary £25,184 - £25,988

37 hours per week, Full year

Thank you for your interest in the post of Site Maintenance Officer at Ellesmere Port Catholic High School. This is a key post as the successful candidate will play an important role in ensuring the smooth running of the school including site security, timely maintenance and repairs of the buildings and supporting the Site Manager to monitor the work of contractors as well as Health & Safety responsibilities. As a school, we are constantly seeking to improve the building and facilities with small building projects and refurbishments so skills of a trade will be a great advantage.

The role is a practical one as part of a team of site staff providing a customer focused service for staff, students and visitors. It is essential that the post holder is committed to the school and must be able to work flexibly to meet the needs. This may involve working outside the normal working day, on occasions.

You should have a genuine interest in working within a site related role within a school, with a passion for contributing to an excellent learning environment to support the success of students during their time at the school.

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work well within a team.

Enclosed is a copy of the job description, person specification and application form. The completed application form should be returned by **9.00am on Thursday 20th November 2025**. Interviews will be held the following week.

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available, and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

C. Vile

Mrs C Vile
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.chs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL





ELLESMERE PORT CATHOLIC HIGH SCHOOL

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JOB DESCRIPTION

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 portering 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 (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.
8	Carry out banking duties as required by the school.

Notwithstanding the detail in this job description, in accordance with the School's/Trust'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.

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PERSON SPECIFICATION

IMPORTANT

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If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: Site Maintenance Officer

GRADE: 4

Ref: AAAE5001a

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	➤ Evidence of Continuing Professional Development ➤ First Aid Qualification or willingness to complete training	➤ Relevant Building Trade, such as joinery, plumbing, electrical work etc.	➤ Certificates
Experience	➤ Experience in a similar role ➤ Competent at building repairs and maintenance	➤ Experience of working in an educational background	➤ Application form, interview
Knowledge & Skills	➤ Knowledge of basic Health and Safety legislation ➤ Able to monitor contractor performance ➤ IT Skills ➤ Good communications skills ➤ Co-operative with ability to work well as a team member or alone as required ➤ Good planning and organisational skills ➤ Calm and confident manner ➤ Customer focused and committed to delivering an excellent service ➤ Record keeping of daily/weekly/monthly inspection/maintenance		➤ Application form and interview
Other requirements	➤ Personable/well presented ➤ Reliability and punctuality ➤ Flexible approach to working patterns ➤ Accuracy and attention to detail ➤ Common sense and initiative ➤ Able to solve problems ➤ Ability to judge when decision making needs to be taken to another responsible person ➤ Highly committed		➤ Interview

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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