

**Site Services Officer – CSF King Henry VIII School  
Support - Permanent - Full Time All Year Round**

**37.5 hours per week, Monday to Friday including occasional Saturdays (one week in five rota), one hour unpaid lunchbreak, plus on call duties.**

**Grade 4 £22,830 - £26,443 per annum**

We are looking to appoint a Site Services Officer to join our Facilities and Estates team at Coventry School Foundation. You will be predominantly based at King Henry VIII School but may also be required to work at any of the Bablake and King Henry VIII School premises.

Working hours for this post will be a variable pattern between 6.00am and 7.30pm, and the postholder may be asked to work shifts at any time between these hours, as well as evenings/weekends as required. However, it is anticipated that the duties for this post will include the locking up of the school, and the anticipated shift pattern would be 11.30am to 7.30pm.

Post-holders are responsible for providing an effective and efficient caretaking and maintenance service, assisting with the cleanliness and general tidiness of the school buildings, and carrying out general maintenance and specialist tasks/activities as directed.

As such, the successful applicant will be required to be part of a weekend duty rota (one weekend in five) which involves opening and closing the school on a Saturday morning/lunchtime. The post-holder will also be required to participate in the 24-hour emergency on call rota (one week in five).

Coventry School Foundation is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful, and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion, and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements to enable you to participate fully in the recruitment process.

Coventry School Foundation is committed to the safeguarding and welfare of children and applicants, must be willing to undergo child protection screening appropriate to this post; including checks with past employers, the Disclosure and Barring Service and overseas police check if necessary. Candidates from overseas must provide information about their past conduct, for example, by providing documents issued by overseas teaching authorities.

Completed application forms should reach the HR team at [recruitment@csfoundation.org.uk](mailto:recruitment@csfoundation.org.uk) as soon as possible, and no later than **Friday 3<sup>rd</sup> May 2024**.

Expected start date: As soon as possible.

