



Pakefield High School, Lowestoft

Site Support Officer

Required as soon as possible

Fixed term to 31 August 2022 in the first instance, with a possible extension

Grade C - £9.99 per hour

37 hours per week, however part time hours would be considered

Clarion Academy Trust are seeking to appoint a fixed term Site Support Officer at Pakefield High School, Lowestoft. An enthusiastic and committed individual is required for as soon as possible, to work within the site staff team ensuring the school premises and facilities are presented and maintained to the highest standards.

Key tasks will include:

- Undertaking site security, including locking and unlocking premises
- Supervising the work of contractors on site
- General portering, furniture, equipment and room set up
- Site cleaning and liaison with the cleaning team
- General site maintenance
- Grounds maintenance

Good communication skills, the ability to work effectively with others and to work without direct supervision are essential. Personal qualities required are a flexible attitude, willingness to undertake practical tasks, a commitment to high standards and attention to detail.

We set high standards and we are ambitious for our students, staff and schools so that we create excellence in a caring community.

For more information and a full application pack including job description and person specification, please see our website www.pakefield.org.uk or email recruitment@pakefield.org.uk to request a pack.

Please send completed application forms to recruitment@pakefield.org.uk

Clarion Academy Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.