



## Job Advertisement

---

<b>POST:</b>	School Facilities Officer
<b>LOCATION:</b>	St Mary's Church of England Academy, Trinity Avenue, Mildenhall, Suffolk, IP28 7LR
<b>HOURS:</b>	10 hours per week flexible (around demand and emergency needs) Term time plus 4 weeks (42 weeks per year)
<b>APPOINTMENT:</b>	Fixed-term until 31st August 2027 with potential to be made permanent
<b>SALARY:</b>	SCP 3 - 4 £12.85 - £13.05 per hour (£24,796 - £25,185 FTE)
<b>CLOSING DATE:</b>	Monday 31st August 2026* (we reserve the right to close this ad early for the right candidate)
<b>INTERVIEWS:</b>	To be confirmed

### GENERAL INFORMATION:

Are you an organised, reliable professional with a keen eye for detail? We are seeking a versatile School Facilities Officer to join our operational team. You will spend 10 hours per week undertaking wider caretaking and operational tasks around the academy as instructed by the Operations Manager. The work is of a physical nature and full health and safety training is provided.

### Key responsibilities:

- Carrying out minor DIY, redecorating, and simple repairs (plumbing, changing light bulbs, etc.).
- Ensure the school complies with all Health & Safety legislation, including COSHH, asbestos management.
- Conduct regular site risk assessment audits and ensure prompt remediation of identified hazards.
- Respond to out-of-hours emergency alarm activations as a keyholder.
- To observe health and safety and security requirements. Complete H&S walks.
- Maintain primary-specific areas, ensuring playground equipment, sandpits, and outdoor learning spaces are safe and free from debris.
- To complete any appropriate records or documentation required by the Operations Manager.
- To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
- Maintain staff and pupil facilities.

### What we are looking for:

- Basic DIY and maintenance skills.
- Good knowledge of health and safety, COSHH and manual handling.
- Ability to work independently and take direction from the Operations Manager.
- Commitment to safeguarding (an enhanced DBS check is mandatory).



**In return we offer:**

- An ambitious and vibrant place to work.
- Flexibility to manage daily schedule
- A fantastic, supportive and friendly team of teachers and support staff.
- A dedicated cleaning team who work closely together.
- High quality support and CPD
- An opportunity to shape the future of our school

**HOW TO APPLY:**

For more information including; a full job description/person specification and an application form, please contact the HR Officer via email: [HR@smpsac.org](mailto:HR@smpsac.org)

The application form, along with an equal opportunities form, should be returned to the Academy by the specified closing date, and must be accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

**SAFEGUARDING - IMPORTANT INFORMATION:**

St Mary's Church of England Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Please refer to our child protection policy and visit our website <https://www.smpsac.org/goto/285360?slug=policies>.

Appointment will be subject to references, which are satisfactory for the advertised post, online searches carried out on shortlisted candidates for interview, enhanced DBS with barred list information and identity checks. Mandatory safeguarding training will be a requirement to complete once successfully appointed.

*We are a distinctive, caring Christian school, where everyone in the community is valued. It is not a requirement of the role to be a Christian, but candidates should be sympathetic to and support the Christian ethos of the school.*