



Contact Us

A full application pack is available from Hagley Catholic High School, by contacting the Principal's PA or downloading the pack from the Emmaus MAC website:

Email - principalpa.hchs@emmausmac.com

Phone - 01562 883193

Online - www.hagleyrc.worcs.sch.uk

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact Mrs Brown, School Business Manager via email at tbrown@hagleyrc.worcs.sch.uk

Closing Date: 2nd October 2023 at 9am

Interviews: Wb: 2nd October 2023 (Date TBC)

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting for a Site Officer Required To Start As Soon As Possible

Grade 5, SCP 7 – 11

This a full-time all year-round post and the postholder will be required to work 37 hours per week, including the occasional weekend.

Salary: £22,369 - £24,054 (Actual Salary, Pay award pending)

Hagley Catholic High School is looking to recruit a Site Officer to join our current team of site staff. This is an exciting opportunity for someone with the relevant experience and skill set join our very able and competent Site Team who are central to the smooth operations of Hagley Catholic High School and highly valued members of staff.

The Site Officer is responsible, at the direction of the Principal, School Business Manager and Local Governing Body, for a wide range of duties and responsibilities connected with the fabric, grounds and maintenance of the school.

The Site team report directly to the School Business Manager. The team work on a rota basis with the hours of work typically being between 8am and 4pm or 10am and 6pm during term time and these are more flexible during school holiday periods.

The school is a community use facility and members of the site team, and part of the role requires members of the site team to facilitate the opening and closing of the premises in the evening.

Please refer to the job description and person specification for further details.

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school.

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process schools and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to or at interview.



THE ARCHDIOCESE *of* BIRMINGHAM



**HAGLEY CATHOLIC
HIGH SCHOOL**
SEMPER FIDELIS