

SCHOOLS HUMAN RESOURCES SERVICE

REQUEST FOR SCHOOL VACANCY ADVERTISEMENT

ADVERT TEMPLATE AND CHECKLIST

This form must be completed in full and sent by email to the Schools HR
schools.adverts@walthamforest.gov.uk

All requests for advertisements received by **midday on the Friday** will appear on the website by **Monday evening** and will be displayed in the job list published on the **Tuesday**.

Details Required for Placing of Advert	
Job title	Site Services Officer Ref: CS\262\18\JC
Position type	Teacher Head Teacher Support Staff X
Contract type (eg perm, temp, fixed term contract etc)	Perm
Grade/pay range	Scale 6
Salary details (annual)	£25,242 - £26,805
Actual pro rata salary if part-time	N/A
Allowances (eg SEN, TLR – with amount)	N/A
Working hours	6.45am - 6pm Split Shift
Working pattern (eg FT, PT, TTO)	FT
Closing date	11 th June 2018 (end of day)
Interview date	14/15 th June 2018
Contact details	Client Services
Address/location of school including post code	Strictly Education Ltd, 500 Larkshall Rd, Highams Park, London, E4 9HH
Email address or postal address for return of applications	fsrecruitment@strictlyeducation.co.uk
Please provide if required	
Job Description	Yes
Person Specification	Yes
Any additional information	No
Please provide if required	
Web links to any further information.	www.chingfordhallprimary.org.uk
Any other information required	No



**London Borough of Waltham Forest
Chingford Hall Primary School Academy School
Silver Birch Trust, Burnside Avenue
Chingford, London, E4 8YJ**

SITE SERVICES OFFICER

SCALE 6 - Level 3

REF:

Salary: Level 3 – Scale 6, £25,242 - £26,805 (inclusive of London Weighting)

Hours: 36 hours Monday to Friday (6.45am-6pm split shift)

52 WEEK CONTRACT

An enthusiastic and self-motivated Ste Services Officer is required for our busy primary school site. The successful candidate will be willing to contribute towards the effective provision of the site services. This will include the following:

- Cleaning
- Site Maintenance, Painting and Decorating
- Security
- Porterage
- Ground Maintenance
- Health And Safety

It is essential that you have a flexible approach, a high degree of motivation and be fully committed to working in a school environment. You will be required to show initiative and promote a positive image of the site through your work.

Previous school experience is not necessary but is highly desirable.

If you wish to visit the school, contact Jacqueline Griffith, at Chingford Hall, Tel: 0208 527 7433

Application packs available form Walthamstow Job Centre, 7 – 13 Westbury Road, Walthamstow, London, E17 6RH or via email request to fsrecruitment@strictlyeducation.co.uk or collection from the address quoted below.

ALL COMPLETED APPLICATION PACKS MUST BE RETURNED TO:

Client Services
Strictly Education Ltd, 500 Larkshall Road
Highams Park, London
E4 9HH

Or via the email link quoted above.

**CLOSING DATE: MONDAY 11th June 2018 (end of day), Interviews 14/15th June 2018
SUCCESSFUL CANDIDATE WILL BE SUBJECT TO AN ENHANCED DBS DISCLOSURE EMPLOYER.**

