

# Job Vacancy – Site Officer



John Taylor Free School  
Branston Road, Tatenhill  
Staffordshire, DE13 9SA

## Site Officer

Permanent, full time, whole year position, 37 hours per week

Salary: Grade 8 (SCP 22-27) £31,364 - £35,745 per annum

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy in JTMAT, we are seeking to appoint a hardworking, committed and enthusiastic Site Officer to join our evolving organisation.

The successful candidate will oversee the Site Team to ensure the provision of effective caretaking support to the school to include site maintenance, site security and the general appearance of the building. The working pattern is Monday to Friday, with shifts between 6:00am and 6:00pm and occasional later evenings by prior arrangement. All staff are expected to work alongside the teaching staff to be role models for our students, demonstrating the highest standards of teamwork, collaboration and respect. Please see the accompanying job description for further details about the position.

John Taylor Free School opened in 2018 and we are now approaching capacity with Year 7-12 and Year 13 starting in September 2024. Our first Ofsted rating is 'Good' alongside a strong set of first GCSE results with above national figures in all benchmark areas.

If you want to discuss this role, please contact Mrs Sian Byrne, by emailing [hr@johntaylorfreeschool.co.uk](mailto:hr@johntaylorfreeschool.co.uk) or telephoning 01283 247823.

Completed application forms should be emailed to [hr@johntaylorfreeschool.co.uk](mailto:hr@johntaylorfreeschool.co.uk).

Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

**Closing date: 9:00am on Monday 29<sup>th</sup> April 2024**

**Selection/Interview: Week commencing Monday 29<sup>th</sup> April 2024**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview. Please review our Privacy Notice for Job Applicants for the lawful basis for processing and retention.

John Taylor MAT is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.

Please review our Recruitment Pack on the school website before submitting your application.