



**Diocese of Hexham and Newcastle
In partnership with
Bishop Bewick Catholic Education Trust**

**Our Lady & St Anne's Catholic Primary School
Summerhill Terrace, Newcastle Upon Tyne, NE4 6EB
Our Lady & St Anne's is part of the Bishop Bewick Catholic Education Trust**

**Head Teacher: Mrs S Henzell
Facilities Supervisor
Grade BB04
Salary £24,294 – £25,119 per annum
Permanent 37 hours per week, 52 weeks
(Monday to Friday split shift 6am – 10am and 2pm – 6pm)**

Required for September 2024

The Governors of Our Lady & St Anne's Catholic Primary are seeking to appoint a suitably qualified Facilities Supervisor, to work at our lovely and friendly school as a member of a hardworking and committed staff in a highly supportive environment where teamwork is valued.

The Facilities Supervisor will work under the direction of the Headteacher and School Business Manager to provide a safe, clean and high-quality learning environment for the pupils and staff of Our Lady & St Anne's.

Knowledge/Skills

- Flexible regarding working hours and variety of tasks.
- Thorough approach to work and attention to detail.
- Ability to work both as a team member and unsupervised, using own initiative, where necessary.

Qualifications/Training

- No formal qualifications necessary.
- Able to comply with Health and Safety legislation.
- Ability to promote a safe working environment for yourself and colleagues.

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. This post is working in regulated activity. If you are successful we will undertake additional recruitment checks which will include a check to see if you have had any criminal convictions, a check of police information and we will check the barred list(s). It is a criminal offence for a barred individual to apply for a job in regulated activity.

Application packs and further information about Our Lady & St Anne's are available to download from our school website at www.olsa.org.uk or from the school office.

Completed applications are to be returned by post to the School Business Manager at the above address or can be emailed to recruitment@olsa.org.uk

Informal visits to the school are welcomed and encouraged. Please contact the school office on 0191 2325496, if you wish to arrange a visit.

**Closing Date: Monday 3rd June 2024
Shortlisting and Interviews: TBC**