



Bishop Hogarth

Catholic Education Trust



Carmel College

Lettings & Maintenance Officer

Band 4 SCP 6
(£10.21 per hr)

Permanent

Up to 30 hrs per week
available, including school
holidays
Various shifts

Closing Date
9am - 2 August 2021

M Shorten
Principal & Deputy CEO

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

Carmel College works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within the Trust.

The Directors and Governors of this highly successful Catholic Academy, a member of the Bishop Hogarth Catholic Education Trust (a Multi Academy Trust), wish to appoint several Lettings & Maintenance Officers.

The successful applicants are required to support the lettings and hire of facilities and do some light maintenance of the building, for example painting, cleaning and litter picking.

The College's sporting facilities include an artificial grass pitch for Hockey which was completed at Easter 2017. The majority of the College's other facilities were re-built in 2007 and provide a first class learning environment for our students as well as a venue for community use; for example the John Caden Hall, Community Room, Sports Hall, Gym and Playing Fields.

A key feature of this post is flexibility and a willingness to work as part of a multi-disciplined team under the direction of the Site Supervisor, with the aim to ensure the Community Use of the Facilities is managed effectively.

*Hours of work will be 6 pm – 9.15 pm Monday to Friday
9am – 4 pm Saturday and 9.30am – 1.30pm Sunday.

These hours can be split into different shift patterns to share between suitable applicants. There will also be a requirement to provide cover for colleagues on a pre-arranged rota basis.

For further information about the position please contact Hayley Wooding, PA to the Principal & Deputy CEO on 01325 523414 or hwooding@carmel.bhcet.org.uk

Application forms are available on our website www.carmel.bhcet.org.uk Completed application forms should be returned to recruitment@carmel.bhcet.org.uk by 2 August 2021.

We look forward to welcoming you to our College.