



# Bishop Hogarth

Catholic Education Trust



**The English Martyrs Catholic School and Sixth Form College**

## Casual Lettings and Site Supervisor

Band 6 £10.21 per hour

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

Closing Date Wednesday 28<sup>th</sup>  
July 2021 at 9:00 am.

*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.*

*The English Martyrs Catholic School and Sixth Form 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 Bishop Hogarth Catholic Education Trust and Governors of The English Martyrs Catholic School and Sixth Form College are seeking to Lettings & Maintenance Officers to assist in the growth of lettings offer to our community.

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.

We will be offering a venue for community use, including St Anne's Hall, Common Room, Specialist and No-Specialist Classrooms, MUGA, Sports Hall, Gymnasium, Grass Pitches and Tennis/ Netball courts.

The successful candidate will have:

- a flexible approach to accommodating the hours required;
- a willingness to work as part of a multi-disciplined team
- a reliable and trustworthy attitude

Hours of work will be 5 pm – 9.15 pm Monday to Friday, 9am – 5 pm Saturday and Sunday. These hours will be flexible depending on the bookings made, there is the option to split 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 Sarah Tait on 01429 273790 (ext 300) or [stait@ems.bhcet.org.uk](mailto:stait@ems.bhcet.org.uk)

Application forms are available on our website [www.bhcet.org.uk/vacancies](http://www.bhcet.org.uk/vacancies)

Completed application forms should be returned to [recruitment@ems.bhcet.org.uk](mailto:recruitment@ems.bhcet.org.uk) by 28<sup>th</sup> July 2021 at 9:00am