



# Saxon Hill Academy

## Expression of Interest

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**An opportunity has become available in school for a Community Duty Officer at Saxon Hill Academy. The position is available site team members who have current experience in schools.**

**The successful candidate must have experience in achieving high standards of service to community users of the school. Experience in ensuring the school is safe and secure for pupils, staff and visitors at all times is also essential.**

**The Community Duty Officer will join the school caretaker and report to the School Business Team Manager. The role will include the assurance that daily site routines are achieved as per the Shaw Education Trust and local school guidelines including external use of the premises.**

**The role may require at times the flexibility to alter shifts according to the needs of the school hirers which could include Saturdays.**

**The successful candidate would be required to start as soon as possible. This is a permanent position for 20 hours per week and the salary will be £18,993 - £19,968 FTE.**

**Expressions of interest should be sent to Wes Morris, Saxon Hill Academy School Business Team Manager by 9am on 11<sup>th</sup> February 2021.**