

All Saints Catholic High School

Granville Road
Sheffield

S2 2RJ

Tel: 0114 272 4851

Email: enquiries@allsaints.sheffield.sch.uk

Website: www.allsaints.sheffield.sch.uk

Estates Officer

37 hours per week (over 5 days p/w) for 52 weeks per year Monday – Friday 8am - 4pm

Grade 6 scale point £32,115 - £36124 Annual Salary

All Saints is a successful, oversubscribed, 11-18 Catholic Voluntary Academy within the St Clare CMAT. The last OFSTED inspection in October 2023 judged the school to be Good. As an inclusive school community, we share a clear and ambitious vision for high quality education for all. Staff at all career stages are supported to access innovative and research led CPD and there is a culture of continuous development.

We are seeking to appoint an Estates Officer to provide onsite management and operational Support at All Saints, and to assist the Director of Estates and Facilities with Estates and Compliance work across the schools within the St Clare Multi Academy Trust.

The postholder will be required to travel to schools across the Trust.

They will

- Have a high-level, working knowledge of Estates, Compliance and Health & Safety within Schools or similar.
- Be proficient on IT systems including Microsoft Office and adapt to a variety of inhouse software platforms.
- Work independently and as part of a wider team, Manage and lead a team driving a culture of support to drive development and progress.
- Manage a diverse workload and be highly effective at managing their own time, knowing
- Be prepared to develop skills and be committed to continuous CPD

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

We are committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability

Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

A Catholic Education Service application form, supplementary forms and further details are available on the school website <https://www.allsaints.sheffield.sch.uk/vacancies/>

Please use the CES form for your application, which should be returned, along with the Consent to Obtain References form and Recruitment Monitoring form (optional) to Kim Stonebridge, Director of Estates & Facilities, Kstonebridge@stclarecmat.org.uk

Applications on any other form and CVs (Curriculum Vitae) will not be considered.

Closing Date: Friday 1st August 2025

Interviews will be held Week Commencing 4th August 2025