

All Saints Catholic High School

Granville Road
Sheffield
S2 2RJ

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Email: enquiries@allsaints.sheffield.sch.uk
Website: www.allsaints.sheffield.sch.uk

Estates Officer

37 hours per week (over 5 days per week) for 52 weeks per year
Monday – Friday 8.00 am to 4.00 pm
Grade 6 scale point £33,143 - £37,280 Annual Salary

All Saints is a successful, oversubscribed, 11-18 Catholic Voluntary Academy within St Clare Multi Academy Trust (the Trust). 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 works across other schools within the Trust. The postholder will be required to travel to schools across the Trust. The requirements of this role are:

- Working knowledge of health and safety and compliance
- Proficient with IT systems including Microsoft Office
- Be able to work independently and as part of a wider team
- Manage a team of staff and lead a supportive development culture
- Manage a varied workload and be effective at managing time and resources
- Committed to continuous personal development

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.

A Catholic Education Service (CES) application form, supplementary forms and further details are available on the school website <https://www.allsaints.sheffield.sch.uk/vacancies/>. Applications on any other form and CVs (Curriculum Vitae) will not be considered.

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

Closing Date: Monday 22 September 2025
Interviews will be held Week commencing 29 September 2025