

Primary School Site Officer

Location: Queen Emma Primary School, Godwin Way, Cambridge, CB1 8QY

Salary: NJC Pay Range Grade 3; £25,583 - £25,898 pro rata. (Pending April 2026 Pay Award). Plus, enhanced rates for non-standard working hours (according to Cambridgeshire County Council Non-Standard Working Rates and Overtime Policy).

Contract: Permanent

Hours: 35 Hours per week. Monday to Friday 07.00 – 10.00 and 14.00 – 18.00

Weeks: 52 weeks a year with paid annual leave

Required to start in September 2026

Closing Date for applications: 12 noon, 1st July 2026

The Queen Emma School is also currently advertising a position for a School Lettings Officer. The school will consider suitable candidates for a job share arrangement across both roles.

The Queen Emma School is part of the Queen's Federation. We are seeking to appoint an enthusiastic and committed individual to support the upkeep of our school site. The successful candidate will help ensure that the school premises and facilities are maintained and presented to a high standard, working collaboratively with the cleaning team and the wider trust.

Previous experience in a school environment would be desirable, although this is not essential. There may also be opportunities for overtime from time to time, depending on the needs of the school, planned events, and the time of year.

We are looking for a School Site Officer who is:

- Committed to keeping our school safe, clean and welcoming for children, staff and visitors
- Reliable, trustworthy and able to work independently using their own initiative
- Good at proactive practical maintenance and DIY skills
- Able to carry out basic repairs, decorating and general site maintenance
- Understanding of the importance of health and safety within a school environment
- Organised and able to manage a varied workload effectively
- A good communicator with effective interpersonal skills
- Able to work well leading a small cleaning team
- Ability to build positive relationships with staff, pupils and parents
- Flexible and willing to respond to the day-to-day needs of the school
- Committed to safeguarding and promoting the welfare of children
- Able to undertake relevant training and development opportunities

We offer:

- A nurturing environment where the children, staff, governors and wider community model our values.

- A talented, dedicated and enthusiastic staff committed to our continuing success
- Supportive governors and parents
- Access to IT
- Spacious outdoor learning environments
- Kind, caring and well-behaved pupils who are proud of their school and their achievements
- A positive and creative working environment
- Access to wellbeing services

For further information please contact the School Business Manager. Visits to the school are warmly welcomed and positively encouraged giving you the opportunity to meet our children and staff to see for yourself the positive and happy environment you will be working in.

Please contact the School Business Manger on 01223 714300 or by email on finance@queensfederation.cambs.sch.uk to arrange this.

Closing date for applications is 12 noon, 1st July. The school reserves the right to withdraw this advertisement if an appointment is able to be made prior to the closing date.

Interviews: 3rd July (pm) & 6th July

Commitment to safeguarding

We are Equal Opportunities and Safer Recruitment employer. At our school, the health and safety and wellbeing of every child are our paramount concern. When appointing new members of staff, they will be required to:

- Submit a completed application form
- Be required to undergo a full enhanced DBS check and must be eligible to work in the UK.
- Be subjected to a professional checks, for example Prohibition and Disqualification
- Provide at least 2 references, one of which must be their last employer
- Attend a rigorous interview where questions will be used to ascertain understanding and attitude to Safeguarding
- When undertaking employment checks, we will undertake online searches of shortlisted candidates.

Further information about the job

Visas cannot be sponsored.

Applying for the job

Please complete the electronic application school which you will find on the school website.

AI is not used in any part of the shortlisting or selection process.

CVs will not be accepted for application.