

St Vincent's Catholic Primary School



To love, serve and learn as Jesus shows us

Finlay Avenue, Penketh, Warrington. WA5 2PN

Tel: 01925 726544

E-mail: office@stvincentsprimary.org

Website: www.stvincentsprimary.org

Facebook: @stvincentspenketh

Head of School: Mrs Amy Norris

Executive Head: Mr Dominic Vernon



The Governors of St Vincent's Catholic Primary School are seeking to appoint a Maintenance Officer who is available to work term time and would like to join an effective and supportive school staff.

School Maintenance Officer
NJC Grade 5 - SCP 8 – 14
30 Hours per week Monday to Friday – split shift working pattern,
Term time only plus 2 weeks
Required to start in September 2026

Applications are invited for the post of Maintenance Officer. The successful candidate will be proactive and responsible for the efficient running of the site including site security, health and safety site requirements and checks, maintenance, cleaning and outside areas. The position is for 30 hours per week (worked in a split shift) early morning and late afternoon. The regular hours will be from 7am to 9.30am, 2.30pm to 6.00pm. School holiday hours are more flexible and can be arranged in discussion with the School Business Manager.

Full training in all aspects of school maintenance, cleaning operations and health and safety will be available, if needed, for the suitable candidate. Previous experience would be desirable but not essential.

Application forms, job descriptions and person specifications are available from the school website – www.stvincentsprimary.org and should be returned to the Head of School, Mrs Amy Norris, either by post or by emailing office@stvincentsprimary.org.

Short-listed candidates may arrange to view the school, if they wish to do so, please contact school to make an appointment.

Closing dates for Applications: Thursday 9th July 2026 at 12pm

Shortlisting will take place: Thursday 9th July 2026 after 12pm

Interviews: Monday 13th July 2026

St Vincent's Catholic Primary School is committed to safeguarding and promoting the welfare of all children. Enhanced DSB clearance will be required. Further details can be found at www.gov.uk/disclosure-barring-service.

Warrington Borough Council as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority.