



Elinor Warner (Head Teacher)

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[www.hightersheathnursery.org.uk](http://www.hightersheathnursery.org.uk)

Dear Applicant

Thank you for your interest in the position of Building Services Supervisor here at Highters Heath Nursery School.

Our ideal candidate will have a strong work ethic, pride in their work and an exemplary attendance record. In return we can offer you a warm, welcoming environment, a friendly and loyal team of colleagues, support from experienced practitioners and the opportunity to make a huge contribution to the life of our school.

The position is part-time at 30 hours per week, all year round, and includes split shifts. You should be familiar with the health and safety and safeguarding requirements of a school, and confident in a range of DIY skills. The successful applicant will need to liaise with external contractors and service providers, as well as have a positive and flexible attitude to their own duties. You will be required to undertake training and ensure all statutory testing and paperwork is up to date and well organised. There will be a smaller amount cross-site working required with our partner school of Kings Norton Nursery School, so own transport is strongly encouraged.

The hours we are looking for are as follows:

**Monday – Friday: 6:30am-9:30am AND 3:00pm – 6:00pm HOWEVER** there is some flexibility in this for the right candidate.

Due to the nature of this role it is essential that the school site is opened and closed at these times however there can be a degree of flexibility outside of this. There may be opportunity to work the hours in a different pattern during school holidays.

We encourage you to come and look around our school and get a real feel of who we are and what we do, as well as meet the team and ask any questions you may have. This also shows us you have a genuine interest in our school. Please contact the school office to book your tour of the school.

The closing date for applications is Monday 2<sup>nd</sup> December 2024. Shortlisted candidates will be contacted by Tuesday 3<sup>rd</sup> December. Interviews will be held on Thursday 12<sup>th</sup> December 2024.

We look forward to meeting you soon!

Kind regards



*E Warner*

Elinor Warner  
Head Teacher

