



# Chapel Street Community Primary School

*Achieving excellence and making a difference for every child*

Chapel Street, Levenshulme, Manchester. M19 3GH

[admin@chapelstreet.manchester.sch.uk](mailto:admin@chapelstreet.manchester.sch.uk)

0161 224 1269

Headteacher: Mrs Ella Hughes

## **Compliance, Premises and Health & Safety Officer**

Grade 5 (Scale Points 13 – 19)

Full-time, All Year Round

Fixed-term (September 2025 to August 2027)

We are delighted to offer a fixed-term 'Compliance, Premises and Health Safety Officer' vacancy to join our School Support team. Applications are invited from committed and enthusiastic individuals for this important and exciting role in our school. You must have a good understanding of appropriate administrative, health and safety, compliance and premises processes and systems to help improve the smooth and effective running of our school.

Our other on-line documents are an application form, letter from the Headteacher about our school and job description with person specification. You can also find further information on our website, which includes our most recent Ofsted Report, from December 2024: <https://www.chapelstreetprimary.co.uk/ofsted>

### **About the Post**

The specific areas of responsibility for our new 'Compliance, Premises and Health & Safety Officer' are outlined in the attached job description and include:

- To support and deputise for the Compliance & Project Manager in the delivery of the administrative compliance of the school, in particular with regard to data protection, ensuring that all regulations are adhered to;
- To support and deputise for the Site Manager in the delivery of the cleaning, maintenance, security and grounds maintenance of the school and its environment, ensuring that all Health and Safety regulations are adhered to;
- To support the Business Manager in the delivery of Health & Safety requirements for the school, ensuring that all regulations are adhered to.

### **About the successful candidate**

As with all posts we are primarily looking for the right person for our pupils, school and community. Someone with resilience, who will work hard, in a relational way, to maintain high standards of developing, implementing and monitoring their areas of responsibility in a busy office environment. Someone who can be flexible and adapt well to changing needs.

Only candidates who can demonstrate an ability to keep accurate records and have knowledge and understanding of working successfully with relevant administrative, compliance, health and safety and premises requirements will be considered for this post.

Excellent team-working, organisational and communication skills are also essential, as is an aptitude with relevant ICT and digital literacy. We are looking for someone with the ability to work independently and a strong commitment to wanting the very best for our school community. We want our Compliance, Premises and Health & Safety Officer to be passionate about working in **our** school with **our** unique children and staff.

## Visits to school

Potential candidates are warmly invited to visit our school for a tour, to see for yourself why Chapel Street is such a special place to work and learn. If you would like to book a place to visit, please contact our office team on 0161 224 1269 or via email at [admin@chapelstreet.manchester.sch.uk](mailto:admin@chapelstreet.manchester.sch.uk).

## About Your Application

- Please read all the documentation before applying.
- Please ensure that we have full details of referees, including postal and email addresses, full professional titles, roles, and phone numbers.
- Application cover letters or 'information in support of your application' will only be considered where they are a maximum of two sides of A4 in a minimum of size 11 font.
- Application Closing Date: 9:00am on Thursday 17<sup>th</sup> July 2025
- Short-listing and invites to interview sent: Thursday 17<sup>th</sup> July 2025
- Interview process: Friday 18<sup>th</sup> July 2025
- There will be a number of different elements to the interview process which will be in person, at school.
- Start date for job: 1<sup>st</sup> September 2025

If you are excited by this post and by the opportunity to work in a really special school, then I look forward to receiving your completed application.

Yours sincerely,



Mrs Ella Hughes  
Headteacher