



# Holmes Chapel Comprehensive School & Sixth Form College

## Assistant Estates and Facilities Manager

Grade 4 (SCP4-6)

Full Time, Permanent, 37 hours per week

Actual Starting Salary £25,185

We are looking for an experienced, hardworking, reliable, trustworthy and enthusiastic individual to join the Estates and Facilities team. The post holder will assist the Estates & Facilities Manager, carrying out a range of duties aimed at ensuring the overall smooth running, maintenance and safety of the school environment. They will on occasions deputise for the Estates & Facilities Manager when needed and will have an overview of the cleaning and estates officer's rotas. They will allocate, as appropriate, tasks to other team members. They will liaise with contractors and school staff as required.

A full, clean drivers licence is essential. At times, the role may be physically demanding and a flexible 'can do approach' is often required. Experience and qualifications in any related trades would be an advantage but not essential. A willingness to undertake further training where necessary is essential.

The role will be worked on a shift pattern between the hours of 7.00am - 6.30pm, Monday to Friday, depending on the needs of the school, across the full year.

Benefits include 26 days holiday per year plus bank holidays, rising to 31 days after 5 years service, and a generous local government pension scheme.

For an informal discussion about the post, please contact Estates and Facilities Manager, Carl Wagstaffe, on 01477 410500. For a full job description and an application form, please visit our website at [www.hccs1978.co.uk/vacancies](http://www.hccs1978.co.uk/vacancies)

Applications will only be accepted on the school's Support Staff application form. Completed applications should be submitted to: [helen.mayes@hccs.info](mailto:helen.mayes@hccs.info)

*Holmes Chapel Comprehensive School and Sixth Form College trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles involve contact with children and are thus engaged in regulated activity relevant to children. Shortlisted candidates will be subject to references and online searches. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.*

Closing date: **9am, Monday 23rd February 2026**

NOR 1312 (including 160 in the Sixth Form)

Executive Headteacher : Nigel Bielby  
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