

All Saints CofE Infant and Nursery School

Working Pattern: 26 hours a week working split shifts morning and afternoon
Term Time Only plus 3 weeks – (Worked weeks may increase on review)

Salary: Grade 3 – Pt 5 – 7 (£14045.90 – £15744.52)

Contract term: Permanent

Acting Headteacher: Mrs Lynette Hardwick

Caretaker

All Saints C of E Infant and Nursery School is a single storey Victorian school in the centre of Huthwaite, with 70 children on roll. We take great pride in our school as a beacon at the heart of the local community and we are looking to appoint a highly motivated Caretaker, starting on Monday 19th February 2024, to join our school team.

The duties of the Caretaker include:

- Preparing the premises for daily use
- Carrying out routine premises maintenance
- Complete & maintain compliancy records in line with H & S requirements
- Carrying out routine inspections
- Completing the cleaning duties
- Supervising visiting contractors
- Dealing with emergencies relating to the premises
- Maintaining building security.

This list of duties is not exhaustive and may include other duties commensurate with the job grade.

The successful candidate will need to have good interpersonal skills and have an ability to carry out DIY tasks such as general repairs and re-decoration. You will have key holder responsibilities and will open and close the building. There are also some flexible working hours to cover some additional school maintenance tasks. This position does not have accommodation provided.

We are committed to safeguarding our children and the successful applicant will be required to undertake a full enhanced DBS check.

Application forms and further information are available from the school or Trust website or by contacting the School Office by telephone: 01623 459199 or email:

office@huthwaite.snmata.org.uk

Closing Date: 10AM Monday 29th January 2024

Interview Date: Friday 2nd February 2024