

## **Caretaker at Overfields Primary School**

**Grade/Salary: Grade C SCP 5-6**

**Hours: 20 hours Term Time plus 3 weeks**

**Contractual Status: Permanent (subject to 6 month probationary period)**

**Required for: September 2024 or earlier if required checks are completed**

Overfields Primary School wish to appoint an enthusiastic and committed Caretaker who can make a difference and would like to be part of a successful team. The successful applicant will undertake a key role at Overfields Primary, in ensuring that the school is a safe, clean and pleasant learning environment for our staff, pupils and visitors.

The successful applicant will work under the direction of the School Business Manager and be able to assess, carry out and supervise small building tasks. They will assess situations across school to minimise risks to staff, visitors and pupils. They will be physically able to meet the demands of the job and undertake minor maintenance tasks.

We require a caretaker who is:

- Committed to ensuring EVERY child achieves to their full potential, through maintaining a safe, secure, clean and inviting site.
- Willing to work as part of a hard-working, dedicated team reporting to the School Business Manager.
- Positive, proactive and an excellent role model.
- Willing to work flexibly to meet the school's needs.
- Has good practical skills for effective operation of site services such as cleaning, portering, decorating, minor repairs and maintenance
- Be an active member of school life and actively subscribe to the ethos of the school.

We can offer:

- Membership of the Local Government Pension Scheme
- A welcoming, supportive team.
- Regular and relevant professional development.
- The chance to make a difference.
- A forward thinking school.
- Polite and well-motivated pupils

The post is 20hrs per week term time only plus 3 weeks working 7.00am – 11.00am. (will be required to work all the PD Days and the last week of the Summer holidays, remaining time will be agreed and arranged around school requirements) The successful applicant will need to have a flexible approach to their work and may be required to work additional hours for which additional payment will be made.

Visits to the school are warmly welcomed and encouraged, please telephone Mrs L Collishaw School Business Manager on 01642 314548 or email [lyn.collishaw@overfieldsprimary.org.uk](mailto:lyn.collishaw@overfieldsprimary.org.uk) to arrange an appointment.

Overfields Primary School actively encourages the professional development of its staff and is a happy and caring place to work. It achieves high standards and works in partnership with all stakeholders to support pupil progress. Within our trust we have highly motivated pupils, a highly motivated and committed staff and excellent resources.

Closing Date:- 12pm on the Friday 26<sup>th</sup> April 2024. Please note if you have not been contacted by the 2<sup>nd</sup> May 2024 your application has been unsuccessful.

Overfields Primary School is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check