



Job Description: Caretaker

Wolston St Margaret's C of E Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Caretaker

Hours: Part Time 7am – 9am and 3pm – 6pm (25 hours per week, 52 weeks per year)

Holiday entitlement: 21 days per annum + bank holidays

Contract type: Permanent

Salary: Band D £17,016 - £17,285

Wolston St Margaret's C of E Primary School.

Brookside,

Main street,

Wolston.

Coventry.

CV8 3HH

Telephone Number: 02476542212

Email Address: burbury.s1@welearn365.com

The Governors of Wolston St Margaret's C of E Primary School are seeking to appoint an enthusiastic, highly motivated and committed Caretaker to join our wonderful team and make a significant contribution to the school.

We are a rural 1-form entry school, set in an idyllic location and we need someone who will take pride in our school and ensure that the environment is safe, clean, tidy and attractive for the children, staff and families. The role will require you to have good common sense, a good degree of practical skills and the ability to use your initiative.

The main focus of the role is security (key holder responsibilities) and maintenance of the building and site, to oversee the site services team, health & safety, fire safety and statutory compliance – you will be required to document your findings online. Other duties include general repairs, undertaking safety audits and risk assessments and ensuring regular health and safety checks are completed e.g. fire alarms, emergency lighting and Legionella testing. There may be occasions, when an out of hour emergency will require you to respond.

We are looking for someone who:

- Has a positive attitude and can build excellent relationships with colleagues and the whole school community
- Has a good knowledge of safe guarding procedures and is trustworthy
- Has an awareness of health and safety issues
- Can manage the planned maintenance programme and oversee the delivery of statutory compliance tasks
- Can maintain accurate and up to date records
- Can carry out routine maintenance and basic repairs
- Can spot opportunities to improve efficiencies and working practices and take appropriate action

- *Experience of joinery, plumbing, repairs and maintenance would be an advantage but not essential*

We can offer you:

- The opportunity to work alongside a dedicated, friendly and committed team of staff
- Children who are enthusiastic, well behaved and eager to learn
- A supportive school community of staff, parents and Governors
- A commitment to your professional development with a comprehensive training package available
- A stunning village location
- Access to join the Local Authority Pension Scheme
- A commitment to Mental Health and Wellbeing for all

Find more school information about our school on our website at <https://www.wolstonprimary.org.uk/>

HOW TO APPLY

A visit to the school before applying is essential, to arrange a visit or for further information please contact the school office. Phone 02476542212 or email admin3192@welearn365.com

Applications should be made on the standard Warwickshire application form, CVs will not be accepted. If you are interested in this post please email your application form, together with a cover letter to burbury.s1@welearn365.com

The Application form is attached below with a job description, or a form can be collected from the school office.

This position has no fixed closing date; applications will be reviewed on a first-come, first-served basis until the role is filled.

Wolston St Margaret's C of E Primary School is an equal Opportunities employer and committed to safeguarding and promoting the welfare of its children and staff and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

An online search will also be carried out as part of due diligence on all short-listed candidates.