



Caretaker Vacancy

We are looking for a new Caretaker to join our team.

Part-time (10 hours a week), 3.30pm-5.30pm, term-time only (additional hours may be required ad hoc as per the job description below).

The salary is based on a G4/9 band ie £23,893 pro rata

The ideal candidate will have a very good standard of practical knowledge, with skills and experience of building and grounds maintenance work in a school or similar environment. You should be willing to undertake appropriate training in areas where you do not have expertise.

You should have a strong work ethic, be organised and have the ability to take the initiative to deal with problems as they arise. We are looking for individuals who are flexible and have a positive, pro-active attitude as well as an ability to work both independently and as part of a team.

The duties to be undertaken by this post will encompass a range of activities including the provision of locking up, site security, routine maintenance, decorating/refurbishment, moving and handling of objects and primarily ensuring the site is kept clean and safe. The role will require working at heights on occasion.

Your day-to-day tasks may include, but not limited to:

- Carrying out day-to-day maintenance and repairs to include plumbing, carpentry, glazing, redecoration
- Supervision of contractors, including arranging access to premises during school holiday periods for scheduled works
- Making sure that heating, lighting and alarm systems are working properly, ensuring records are kept up to date on completion of weekly/monthly checks
- Stock control
- Checking the premises to guard against vandalism or break-ins
- Locking up the building at the end of the day
- key holder responsibilities (including out of hours/emergency access)
- seasonal weather duties (e.g. gutter/drain clearing, gritting and snow clearance)

If you are a confident, self-motivated individual with good communication skills and a friendly, patient approach, we would welcome an application from you.

Closing Date: Friday 24th May 2024

Interview Date: Week commencing 3rd June 2024



Start Date: June 2024 - date to be agreed dependant on completion of DBS and reference checks

For further information including job details and an application form, please visit the school website bythams-school.co.uk.

Alternatively, call Claire White (Senior Administrator) to discuss the role further – 01780 410275.

Completed application forms to be returned in person to the school office or to office@bythams.lincs.sch.uk

Please note: Applications by CV or incomplete forms will not be considered.

Disclosure:

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.

Commitment to safeguarding

The Bythams Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment.

Our recruitment process follows the keeping children safe in education guidance.

Offers of employment may be subject to the following checks (where relevant):

- childcare disqualification
- Disclosure and Barring Service (DBS)
- medical
- online and social media
- prohibition from teaching
- right to work
- satisfactory references
- suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.