

Canon Popham C of E Primary Academy

Part of The Diocese of Sheffield Academies Trust (DSAT)

**School Caretaker**

**Permanent position – Start Date: as soon as possible**

**Salary:** £24,790 - £25,183 per annum (Full Time Equivalent)

**Hours:** 16 hours per week, 52 weeks per year

**Annual Leave:** 27 days per year plus Bank Holidays; rising to 30 days after 5 years’ service

(All annual leave must be taken within the school holidays)

**Closing Date: Friday 17th January 2025 at Midday**

**Interviews will be held week beginning 20th January**

The Leadership Team of this Church of England Primary School is looking to appoint a Caretaker. This is a permanent post working 16 hours per week (working times negotiable and flexible, in line with the needs of the school). The Caretaker is responsible for the upkeep and maintenance of the school site ensuring the buildings and grounds are clean and safe, ready for the children and staff to work, learn and play. Your role may include opening up and closing of the school. You will be required to carry out regular health & safety checks and minor building repairs and maintenance. You will be working under the direction of an experienced Site Manager and may be required to support with legislative tasks – training will be provided where appropriate.

We are looking for candidates with the following skills and experience:

* Ability to carry out routine repair work to buildings
* Ability to carry out cleaning tasks in line with cleaning specifications
* Experience of working in building and site maintenance
* An understanding of Health & Safety requirements
* Knowledge and experience of building security
* Experience of working with trades people and contractors

**Visits to the school are highly recommended. Please telephone Mrs Bell in the School Office on 01302884465 to arrange a convenient appointment or email enquiries@cpa.dsat.education**

Application forms and further details are attached to this advert.

Please email your completed application form for the attention of Tracey Bell, our Office Manager at enquiries@cpa.dsat.education

Canon Popham C of E Primary Academy is committed to safeguarding and promoting the welfare and safety of children and expects all staff to share in this commitment.

An enhanced Disclosure and Barring Service (DBS) check will be carried out.