

Required for November 2020:

Part Time Caretaker

Norton and West Chinnock C of E VC Primary Schools,

Norton sub Hamdon

Tel: 01935 881815

e-mail : SCH.407@educ.somerset.gov.uk

Age range: 4-11 NOR: 180

Caretaker - 15 hrs weekly over 5 days term time plus approximately 100 hours in the school holidays

Grade 16 Pt 2 Annual £7097 and hourly rate is £9.43

An opportunity has arisen for a Caretaker with a hands-on, proactive, responsible and safety conscious attitude to join Norton sub Hamdon and West Chinnock Schools.

The Caretaker plays a key role at the schools. You will be working closely with the Premises Manager and Co- Head teachers to not only manage the security of the building but to take a pro-active role in the maintenance and management of the whole school site.

The post will be mainly based at Norton sub Hamdon with the opening and locking up of the site as well as some care taking duties at West Chinnock School.

You will supervise a dedicated team of cleaning staff at Norton sub Hamdon and you will have great interpersonal skills to support the school to create an outstanding learning environment for our pupils.

You will work with the Premises Manager and County Building Surveyor to ensure that the school complies with all requirements of Health and Safety, risk management, and statutory recorded testing. You will liaise with contractors and external agencies regarding planned and reactive maintenance, and ensure that the day to day management of building services plant and equipment is undertaken to ensure the school site is clean, safe and provides pupils and staff with a great place to learn and work in line with School's policies, practices and procedures.

Experience must include:

- Proven maintenance / DIY skills
- Ability to work independently and part of a team
- Knowledge of health and safety procedures and practices, including COSHH regulations
- Organised and excellent communication skills

This position is term time, with an additional 100 hours during school holiday work.

Visits to the schools are encouraged and can be arranged by calling Kate McBain on 01935 881367