

Partney Church of England Aided Primary School

Maddison Lane, Partney, Spilsby, Lincs PE23 4PX

Head Teacher: Sue Kay

NOR: 82

Caretaker/Cleaner

Required for September 2017

22.5 hours a week over split shifts for 42 weeks a year

(school term time plus 5 training days and 3 weeks during school holidays to be prearranged)

Starting Salary: £9714.66 (Grade 4 point 9)

Duties will include maintaining security on site, cleaning, undertaking basic maintenance, keeping stock of caretaking supplies, overseeing contractors, identifying and addressing health and safety issues, undertaking some health and safety checks and recording.

Key holder duties will be required and occasional out of hours call out.

Training will be given, if necessary, in Fire Safety, Health and Safety, ladder use, Prevent and Safeguarding and any other mandatory requirements.

We are looking for someone who:-

- Is organised, motivated and happy to work alone
- Is flexible in their approach to work
- Takes pride in their place of work and has an eye for detail.
- Maintains high standards throughout
- Has good communication skills with adults and pupils

Visits to the school (by appointment only please) are warmly welcomed.

Please contact Mrs Clare Dawson – School Business Manager:

On 01790 753319 or clare.dawson@partney.lincs.sch.uk

Applications can be posted to the school address above or emailed please mark the subject box 'Application for Caretaker/Cleaner Post' and applications will be confirmed by return email.

Closing date noon on Wednesday June 28th 2017

Interviews to be held on Wednesday July 5th 2017

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an enhanced DBS check.