



The Fenland Federation of Marshchapel Infant and Grainthorpe Junior School

Marshchapel Infant School is looking for a new part-time caretaker.

The Caretaker will carry out a range of duties, to ensure safety, security, maintenance and cleanliness of the site and premises.

Pay Grade G4 6 – 9 £21,968 - £23,194 FTE (£9,552 - £10,085 Actual)

Permanent – 17.5 Hours per week, Term Time - 41 weeks per year

Start date – 1st September 2023.

Monday – Friday

There will be the possibility of additional hours throughout the year.

Key Tasks and Responsibilities:

- Maintain the security of the premises and its contents, including the operation of fire and intruder alarms. Complete and record statutory health and safety checks.
- Be a trustworthy key holder responsible for the daily opening, closing and security of the site.
- To be responsible for the ordering of cleaning equipment and materials and the secure storage thereof.
- To be responsible for the cleaning of specified areas in accordance with the County Council's current standards and methods.
- Provide routine development and maintenance i.e. minor decoration, repairs and those tasks which would not normally require the services of an outside contractor.
- Be available to attend the school in cases of emergency outside the working week e.g. intruders, fire, weather damage.
- To complete duties which are within the capability of the Caretaker and for which the appropriate tools will be made available, and to report defects of the fabric of the building.
- To ensure that all external areas, paths and drives remain free from litter and hazardous materials and that all drains and gullies are free flowing and clean as appropriate. To clear pathways of snow and apply salt when required keeping records of this action.
- To check and test regularly the fire alarm warning system sounders in line with fire safety guidance, recording the event and any issues arising. To check heating, water and test battery banks for emergency lights where relevant.

The successful candidate will need to be reliable, highly motivated and an enthusiastic individual with a strong team ethic. A flexible attitude to work is essential, along with an ability to communicate effectively with staff and visitors to the school.

Relevant training will be provided.

Completed applications should be returned to Amanda Turner, Executive Headteacher. Telephone 01472 869035. Visits to the school are encouraged by prior appointment.

Closing date Wednesday 14th June 2023

Interview date Friday 16th June 2023

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure. Pre-employment checks are in line with Keeping Children Safe in Education.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

The school advertising the vacancy will contact you directly regarding the outcome of your application and any interviews. When interviews are taking place schools will follow all Government and Public Health England Guidelines.

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