



Midsomer Norton Primary School

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Midsomer Norton
Radstock BA3 2DR
Tel: 01761 412289
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Head Teacher:
Mr Alun Randell

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www.midsomernortonprimaryschool.com

Part-time Caretaker

30 hours per week, All Year Round, Midsomer Norton Primary School, to start as soon as possible.

Grade O Salary £17,772 - £18,746 pro rata

Closing date: 13th October 2017, mid-day

Interview date: 19th October 2017

The governors are seeking to appoint a practical and cheerful well-motivated Caretaker. The caretaker will be our site manager who will ensure our school provides a safe and welcoming environment for our children, staff and visitors.

Midsomer Norton Primary School is in the heart of the local community. The successful candidate will join a dedicated, hard-working, friendly and supportive staff team where both children and staff can thrive.

Key duties will include:

- Opening and locking up the school at the start and end of each day
- Routine security procedures and checking of alarms
- Being the No 1 keyholder and responsible for any call-outs
- To supervise the cleaning team and ensure the cleanliness of the school at all times
- General indoor and outdoor maintenance and repairs
- Ensure that the grounds are safe at all times and ensure that the outside pathways and entrances are swept
- Management of waste/refuse on site
- Maintain a safe condition of area of limited access (boiler and store rooms)
- Operate within the constraints of Health & Safety and COSHH regulations
- General handyperson jobs including decorations
- Liaising with contractors as required
- Service any evening/weekend lettings
- Setting up for school events

Experience of working in a similar environment is desirable but not essential but the candidate must be able to use a ladder and tools as part of their role. The post also requires some independence and ability to use your own initiative.

This is a temporary position. Ideally, we are looking for a Caretaker to work the following hours although flexibility could be offered for the right candidate. Please outline any times that you would not be available to work in your application.

Monday to Friday 6.45am - 9.45am & 3.15pm - 6.15pm, overtime can be claimed for opening and closing due to lettings outside of these core working hours.

This is an all year round post. School holiday hours can be flexible by joint agreement and dependant on the tasks required.

Visits to the school are warmly welcomed. Please contact Julie Wellington, School Business Manager, 01761 412289, to arrange a visit or to discuss any aspects of this role.

Please email completed applications to office@midsomernortonprimary.co.uk

Our school is committed to safeguarding and promoting the welfare of children and follow safer recruitment practices. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service Check and satisfactory references.