

School details: Kingsway Primary School, Valley Gardens, Kingsway, Gloucester, GL22AR

Email – admin@kingsway.gloucs.sch.uk Tel: 01452 881800

Post title – Caretaker

Grade – 4

Hours – Part time

Contract – Permanent

Closing date – 11th June 2021

Interviews – TBC

Start date: ASAP

Kingsway Primary School has been through a period of rapid change and development and is in a strong position to build for the future. We are looking for caretaker to work alongside our site manager to support the school site and associated staff in a range of duties to ensure the smooth operation of the school. This position is term time only for 10 hours per week, Monday to Friday, between the hours of 1.30pm to 3.30pm daily (some flexibility with these hours may be required to assist with the additional pressures of Covid-19) and a minimum of 40 additional hours within the school holidays.

We seek someone who has:

- Previous experience of working in a similar position within a school environment. Is desirable but not essential as training will be given.
- Ideally a trade background such as Joinery, Plummer, Painter & Decorator, or Gardener.
- Must be physically fit as the roll will involve lifting and carrying.
- Awareness of H&S matters such as COSHH and working at height.
- Willing to be flexible with hours and cover some out of hours call outs.
- Positive can-do attitude and sense of humour and a willingness to work as a team across the various school departments.

You will be responsible for:

- Maintenance and upkeep of school buildings
- General caretaking duties which will include opening and closing premises, basic maintenance/repairs, emptying bins, checking stock and restocking domestics.
- Conducting Health and Safety checks of the grounds and opening and closing of the school.
- Ensuring grounds are clean
- Organising school grounds for events
- Booking and overseeing visits from external contractors
- Logging all maintenance issues, damages and repairs on the school log
- Commitment to safeguarding all those within the school community

We also have a vacancy for a MDSA for 8.75 hours per weeks between the hours of 11.50am and 1.30pm which may be of interest to add additional hours.

Please see the job description and advert on our website for further information.

Application forms and a job description are available to download from the school website, www.kingswayprimary.org.uk (found under the 'about our school' tab) or by contacting the school office on admin@kingsway.gloucs.sch.uk

Kingsway Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check and any other vetting procedures as appropriate.