



## *St. Matthew's Catholic Primary School*

Queen's Drive, Liverpool, L4 8UA Tel / Fax: 0151 226 1871

Head Teacher: Mrs C Sime

### **Caretaker**

NOR: 414

Grade: NJCJE Grade 4 Point 9 - 17

Salary: FTE £21, 576 - £24, 981

Contract Type: Permanent

Contract Term: Part time – 30 hours per week

Actual Salary: £18, 492 - £21, 411

Start Date: Monday 9<sup>th</sup> May or as soon as possible

### **About the School**

Mission Statement "Through respect we will work together in Christ to develop the whole person".

We want to employ 2 positive, enthusiastic and self-motivated caretakers who have the skills, qualifications and experience to join our team. The successful candidates will be friendly, proactive, conscientious, flexible and self-motivated and will ensure a welcoming and safe environment for our school community.

### **About the Role**

The successful applicants will:

- Have personal pride in the school's appearance, repair, safety and security
- Have a 'can do' attitude and a good sense of humour
- Get involved; be team players and be someone who can build and maintain good relationships with staff, pupils and families
- Use their initiative and get the job done
- Communicate effectively with contractors and service delivery partners
- Be flexible in approach and willing to embrace change
- Be reliable and have excellent timekeeping
- Ensure that relevant paperwork is current and up to date in line with statutory requirements.



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We can offer:

- A friendly and welcoming family school, where we work together for the good of our community.
- Wonderful children, appreciative and supportive families
- A supportive Leadership Team and Governing Body
- A warm, enthusiastic, highly committed and supportive staff
- Systems, structures and procedures in place to work within and improve
- Appropriate training

### **Personal Qualities**

The job description and person specification are attached.

### **How to Apply**

Applicants should submit their application form, with a supporting letter, outlining their suitability to fulfil the requirements of the person specification. Successful candidates will go on to interview.

Our school is committed to safeguard children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check.

This post is exempt from the Rehabilitation of Offenders act 1974, and candidates invited to interview must disclose any relevant criminal history, unless it is regarded as 'spent' and are protected Application packs are available from our website <https://matthews.school/>.

If you have any additional queries, please contact Tracy Latham, School Business Manager.

Closing Date: End of day – Friday 18<sup>th</sup> March 2022

Short Listing Date: Tuesday 22<sup>nd</sup> March 2022

Interview Date: Wednesday 6<sup>th</sup> April 2022

Start date: Monday 9<sup>th</sup> May or as soon as possible



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