



## **Caretaker**

NOR: 414

Grade/Salary: Negotiable depending on experience

Contract Type: Permanent

Contract Term: Full-Time

Start Date: ASAP

## **About the School**

Mission Statement "Love, Learn and Shine Together with Jesus"

We want to employ a positive, enthusiastic and self-motivated caretaker who has the skills, qualifications and experience to join our team. The successful candidate 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 applicant 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 health and safety paperwork is current and up to date in line with statutory requirements.





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.

Please return your application to [d.tippey@stmatthewscps.co.uk](mailto:d.tippey@stmatthewscps.co.uk) by 4<sup>th</sup> October 2024 at 4pm

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/>.



# St Matthew's Catholic Primary School

Love Learn and Shine Together with Jesus



Headteacher: Mrs C Sime

If you have any additional queries, please contact: [d.tippey@stmatthewscps.co.uk](mailto:d.tippey@stmatthewscps.co.uk)

Closing Date: 4<sup>th</sup> October 2024 – 4pm

Short Listing Date: 7<sup>th</sup> October 2024

Interview Date: 10<sup>th</sup>/11<sup>th</sup> October

Start date: ASAP

