

# Ryecroft C.E. Middle School



## Caretaker

### Site Health & Safety Supervisor

Required as soon as is possible  
25 hours per week – 52 weeks per year  
Grade 5: £21,968 - £23,194 pro rata



We are looking for a professional, reliable and self-motivated person with a “can do” attitude to provide effective caretaking support for our site. Working under the direction of the School Business Manager, the Caretaker will cover day to day janitorial tasks and maintenance within our school premises and grounds.

Responsibilities cover general site management duties including statutory and compliance activities, proactive and reactive work, opening the premises during school holiday periods, general maintenance and repairs, waste management, and health and safety checks.

Duties will also include ensuring a high standard of cleanliness and security is maintained to support and safeguard the welfare of all persons using the school premises.

Hours worked will be between the core time of 7.00am and 6.00pm, dependent upon the needs of the school. Flexibility will occasionally be required in the event of evening activities for example Parent Evenings'. There is scope for this role to be combined with an additional hour of lunchtime pupil supervision each day

We can offer you a friendly working environment with a supportive and dedicated team of colleagues and enthusiastic and well-behaved pupils.

**Closing date:** Monday 6<sup>th</sup> November 2023 –12.00 noon. References will be requested at this stage

**Interviews:** Friday 10<sup>th</sup> November 2023

**Candidates who are shortlisted will be informed by telephone and/or email.**

The school's policies for Safer Recruitment and Safeguarding can be found at:

<https://www.ryecroft.staffs.sch.uk/about/policies>

Shortlisted applicants will be subject to an online search prior to interview.

If you would like to discuss this position further or arrange to visit the school, please contact our Business Manager, Mrs Tracey Evans on 01889 590394, or alternatively, email at [office@ryecroft.staffs.sch.uk](mailto:office@ryecroft.staffs.sch.uk)

Further information about our school can be found on our website [www.ryecroft.staffs.sch.uk](http://www.ryecroft.staffs.sch.uk)

An Application Form, Job Description and Person Specification can be found below.

**Applications should be submitted by email to:** [office@ryecroft.staffs.sch.uk](mailto:office@ryecroft.staffs.sch.uk) CV's alone will not be accepted.

It is an offence to apply for this position if you are barred from engaging in regulated activity.

*The Trust is an equal opportunities employer committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form*

**Ashbourne Road, Rocester, Staffordshire, ST14 5PB**

**Website:** [www.ryecroft.staffs.sch.uk](http://www.ryecroft.staffs.sch.uk)