



**Cowbit St Mary's Church of England Primary School, Barrier Bank,
Cowbit, Spalding PE12 6AE**

Caretaker

Pay Grade G4 9 – 12 (£21,968 - £23,194 FTE) £5,252

Permanent

Start date – as soon as possible.

42 working weeks per year

10 hours per week

Monday – Friday

Cowbit St Mary's Church of England Primary School is a small, inclusive school on the outskirts of Spalding. We pride ourselves on our Christian values as well as our friendly, welcoming staff and pupils.

We are seeking to appoint someone who will really care for our school, ensuring it looks its best, is safe and exemplifies the high expectations we have of our children. The Caretaker will carry out a range of duties, to ensure safety, security and maintenance of the site and premises.

The hours are 10 hours per week, working in a split shift of an hour in the morning to open up and an hour in the evening to lock up. There are opportunities for overtime when projects are needed.

Key Tasks and Responsibilities:

Maintain the security of the premises and its contents, including the operation of fire and intruder alarms. Complete and record statutory health and safety checks.

Be a trustworthy key holder responsible for the daily opening, closing and security of the site.

To be responsible for the ordering, cleaning equipment and materials and the secure storage thereof.

Provide routine development and maintenance i.e., minor decoration, repairs and those tasks which would not normally require the services of an outside contractor.

Be available to attend the school in cases of emergency outside the working week e.g. intruders, fire, weather damage.

To complete duties which are within the capability of the Caretaker and for which the appropriate tools will be made available, and to report defects of the fabric of the building.

To ensure that all external areas, paths and drives remain free from litter and hazardous materials and that all drains and gullies are free flowing and

clean as appropriate. To clear pathways of snow and apply salt when required keeping records of this action.

To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with fire safety guidance, recording the event and any issues arising. Checking heating, water and testing battery banks for emergency lights where relevant.

The successful candidate will need to be reliable, highly motivated and an enthusiastic individual with a strong team ethic. A flexible attitude to work and 'can do' attitude is essential, along with an ability to communicate effectively with staff and visitors to the school.

Relevant training will be provided.

Applications must be submitted by Monday 20th November 2023

Interviews will take place on Monday 27th November 2023

If you are interested in the above role, please complete and submit an application form. Application packs are available from the school website <http://www.cowbit.lincs.sch.uk/news/vacancies.html> or by contacting the school. Completed applications should be returned to Mrs Leonard, Headteacher at elizabeth.leonard@cowbit.lincs.sch.uk Telephone 01406 380369.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of an enhanced DBS check, Pre-employment Health Check and supportive references. All pre-employment checks undertaken are in line with 'Keeping Children Safe in Education.'

CVs will not be accepted. Application forms must be fully completed. We reserve the right to interview sooner than the closing date for strong candidates.

All shortlisted applicants will need to verify their eligibility to work in the UK at interview.