



# Whitstable & Seasalter Endowed Church of England (Aided) Junior School

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## PART-TIME CARETAKER

Starting January 2023

Following a recent expansion to our school site, we are looking to appoint a second caretaker who can help to look after our lovely school and site. You will be a key player in ensuring the smooth day to day running of facilities and assisting with the operation and maintenance of the school so that our pupils are able to flourish and carry on with their learning. We have been judged as 'Outstanding' by Ofsted and our desire is that this is evidenced across the whole school site and the successful candidate will be somebody who takes extreme pride in helping to keep the school; both inside and out, in immaculate condition.



This key role has many aspects, but will include the following:

**Site Safety and Security | General Repairs and Maintenance | Hygiene; Health & Safety | Grounds Maintenance | Operation of Heating Systems | Statutory Checks | Asset Checks | Porterage | Liaison with Contractors**

It is essential that any applicants have a flexible attitude to be able to meet the ever changing and on-going needs of the school day. You will also be somebody with a strong work ethic, a pro-active approach to the job and has good IT skills. The role may sometimes involve working early mornings, late nights and weekends (with notice) but the core hours for this role will be 20 hours a week, Monday to Friday in school hours, depending on the needs of the day. This is a term time position with two additional weeks worked in school holidays. Some experience is desirable but not essential as full training will be offered to the right person. It will also involve regular contact with children and staff so the ability to relate to both children and adults is essential.

The salary for this role will be £9,240, paid on Kent Range 3 (FTE of £19,293). You will also have the opportunity to join the Local Government Pension Scheme.

**We would love to hear from you if you are interested in this position and are happy to arrange a visit to the school prior to application. Come and see the school in action to find out more about us and what the job involves.**



**Closing Date – Tuesday 3 January 2023**

**Shortlisted candidates will be contacted about interviews which will be held in the week commencing 16 January 2023**

*Whitstable & Seasalter Endowed Church of England (Aided) Junior 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 is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service (DBS) and check against the ISA Barred List for children. Please also be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education. Appointed staff are also expected to follow a robust Code of Conduct in accordance with our church school's Christian Values.*

