

# St. Richard's Catholic Primary School

**Required for September 2025**

**Part time**

**Caretaker**

**Salary Scale: KR4**



**Our school are seeking to appoint a dynamic Caretaker to join our school that is described as a 'kind, respectful, exciting, fun and beautiful place to be, where we are loved.'**

We are looking for someone who:

- Works with energy, passion and enthusiasm.
- Has excellent communication skills and high expectations,
- Has a belief and determination that they can maintain a safe and nurturing environment.
- Is flexible and adaptable whilst being a team player.

In return, we can offer:

- An exciting, well-organised, vibrant environment in which to work.
- A committed and experienced team who will support.
- Inquisitive children that love to know what you are doing.

St. Richard's is a caring school where we work together, creatively to achieve the best outcomes for all our children, who are at the heart of everything that we do. Our school is embedded in a supportive Catholic community enhanced by being part of Kent Catholic Schools Partnership.

We welcome applications who have transferable skills to maintain our school and grounds. The role is varied and includes the opening and closing of the school building on a daily basis. The role is for 25 hours per week, all year round, working Monday to Friday 7.30am – 1.00pm (30 minute unpaid break included). Applications are made using the CES Application Form and completed application forms need to be emailed back to [agretton@kcsp.org.uk](mailto:agretton@kcsp.org.uk)

Informal visits are encouraged for you to see all our school has to offer you. Visits can be organised via our Area Business Manager, Andrew Gretton. To make an appointment or to ask any questions you may have please email [agretton@kcsp.org.uk](mailto:agretton@kcsp.org.uk)

Closing date for applications: Friday 22<sup>nd</sup> August 2025 at 9.00am

Interviews will take place: TBC.

*Any offer of employment is subject to our Safeguarding checks, including satisfactory return of an Enhanced Disclosure from the Disclosure and Barring Service, references, social media checks and a pre-employment health history questionnaire.*