



## CARETAKER

**Part time – 25 hours per week**

**7:00am – 9:00am & 3:00pm – 6:00pm (split shift) daily during term time, and agreed days and hours during the school holidays**

**Permanent contract**

**£13277 - £13542 per annum**

Arbrook Primary School are looking to recruit a Caretaker to join our supportive team. The Caretaker will take responsibility for the security and daily maintenance of the school buildings and grounds ensuring that the school complies with all aspects of health and safety so that pupils are able to learn in a safe, secure and high quality learning environment.

The Caretaker will be required to work 7:00am – 9:00am & 3:00pm – 6:00pm daily during term time, and agreed days and hours during the school holidays. The school premises are occasionally used for pre-arranged events 'out of hours' - the caretaker will be required to be available to ensure access to the school & site maintain site security. There is also a requirement for the Caretaker to attend the school premises for any alarm call outs or emergencies.

The main duties are:

- Daily supervision of the cleaning team, ensuring the school buildings and playgrounds are cleaned to a high standard
- Be the primary key holder for the school site, ensuring site security is maintained at all times.
- Ensuring all access routes around the school site are kept clean, tidy, are free from any hazards and comply with health and safety regulations.
- Carry out basic maintenance repairs
- Ensure the efficient functioning of heating, lighting and plumbing through regular checks, check other equipment on a regular basis for safety.
- Ordering of cleaning supplies, within an agreed budget.

The successful candidate will:

- Have experience of working in a similar role
- Be able to undertake basic building maintenance repairs
- Have a working knowledge of health and safety and building regulations and security practices
- Have effective communication skills in order to ensure the smooth running of the premises provision
- Good organisational skills in order to manage own workload and that of others

Arbrook Primary School is part of Believe Academy Trust. We put our employees at the heart of everything we do. As a Trust we were accredited on the Times Best 100 not-for-profit organisations list for 2018, demonstrating our ongoing commitment to making the schools within our Trust a great place to work.

**We are able to offer you:**

- The opportunity to join a positive, supportive and forward thinking staff team
- Enthusiastic, polite and well-mannered pupils
- Access to a package of wellbeing services such as physiotherapy, mindfulness, gym classes and expert advice to support your wellbeing
- Access to the Local Government Pension Scheme



Arbrook Primary School  
Bestwood Lodge Drive  
Arnold  
Nottingham  
NG5 8NE

If you would like to apply for the vacancy please email [hr@believeacademytrust.net](mailto:hr@believeacademytrust.net) or download an application pack using the link: <https://www.arnbrookprimary.net/our-school/vacancies-at-arnbrook/>

Completed applications should be returned via email to [hr@believeacademytrust.net](mailto:hr@believeacademytrust.net) or by post to Arbrook Primary School, Bestwood Lodge Drive, Arnold, Nottingham, NG5 8NE.

**Closing date: 8<sup>th</sup> May 2022**

Arbrook Primary School is committed to safeguarding and promoting the welfare of children. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointments to any post are subject to vigorous pre-employment checks including an enhanced Disclosure and Barring Services (DBS) check, a barred list check and Disqualification Declaration. A start date for successful job applicants will not be confirmed until clearance from all the above checks has been obtained. The job role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020).