



# Kirkby on Bain Church of England Primary School

*'Learning together for life'*



Kirkby on Bain CE Primary School are looking to recruit a reliable, self-motivated and committed caretaker who would want to fully involve themselves with the school; work as part of a committed team and play a pivotal role in the local community.

**G4 SCP 9-12 Permanent**

**22.5 hours per week**

**41 weeks per year**

Responsibilities would include, but are not limited to, the following:

- Routine maintenance of school buildings and grounds by undertaking minor repair work, for example changing light bulbs, erecting shelves, painting and redecorating, or minor plumbing etc.
- Cleaning duties across the school grounds and buildings, including litter picking and bin emptying
- Occasional moving of heavy objects for example stock, furniture, staging or other equipment
- Overseeing of external contractors visiting the school site, especially in holiday periods
- Supporting the school policies and procedures, for example relating to child safeguarding and data protection, and contributing to the school ethos as a whole.
- Ensuring that statutory tests are completed as required and that all equipment is in safe, working order. You will be required to maintain basic records, including information such as fire alarm and extinguisher tests, legionella safety routines and emergency lighting checks.
- You will be the main key holder for the school, locking and unlocking the site, and will need to ensure health and safety and security is adhered to on the site.
- There will be some occasions where you will be required to open and close the premises outside of normal working hours e.g. for lettings.
- You will also act as the first point of contact for out of hours emergencies.
- The role will include outside work, maintaining the school grounds and wider school sites.

The working pattern during school holiday periods will need to be agreed and will be subject to the needs of the school.

The successful candidate will preferably have:

- Energy, drive, enthusiasm and relevant skills to contribute to our excellent team
- The ability to work well using their own initiative and, at times, under pressure
- A commitment to continuous school improvement and a sense of loyalty and pride in our school.

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- A commitment to continuous professional development and a willingness to learn and train on the job
- The ability to build positive relationships and work collaboratively within a team.
- Very good organisational skills
- An ability to relate well to children and adults alike
- Basic Health & Safety knowledge and willingness to adhere to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff and in accordance with COSHH regulations
- A strong work ethic and a professional and proactive attitude

Application forms are available from the school office (via [admin@kobps.lincs.sch.uk](mailto:admin@kobps.lincs.sch.uk)) and from the website.

Visits to the school are normally encouraged and very welcome, please view our website or call the school for more information.

Closing date for applications is noon on Monday 20 July 2020.

Interviews will take place on Wednesday 22 July 2020.

Kirkby on Bain CE Primary School is fully committed to the safeguarding of children and the post is subject to enhanced DBS clearance.

When interviews are taking place the school will follow all Government and Public Health Guidelines.

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