

"To provide an education for all, which has at its very heart the values and ideals of the teachings of Jesus Christ."



St. James' Catholic Primary School



*Above average attainment in English and Mathematics...
Pupils achieve well and make good progress...
Consistently good or better teaching...
Behaviour and safety of pupils is outstanding...*

Headteacher: Mr G Hayes
Telephone : 01942 748455

**St. James' Road,
Orrell,
Wigan,
WN5 7AA**

enquiries@admin.orrellsaintjames.wigan.sch.uk
www.orrellsaintjames.wigan.sch.uk

Job Title Caretaker

Location St James' Catholic Primary School, St James' Road
Orrell, Wigan WN5 7AA

Salary Grade G5 – SCP 8 - 14 - £19945 – £22462
Full Time Full Year 37 hours per week Monday – Friday –
Monday – Thursday 6 am – 9.30 am – 2.30 pm – 6.30 pm
Friday – 6 am – 9.30 am – 2.30 pm – 6 pm

Salary dependant on experience based on 37 hours per week Full Time Full Year
Minimum £10.34 per hour – Maximum £11.64

Required As soon as possible.

The Governors wish to appoint a professional and committed Caretaker who will be responsible for the day to day maintenance and security of the school premises and site, thereby ensuring a safe working environment.

The main duties of the post are as follows –

- Cleaning of designated areas
- To maintain the security of the school premises by securing entrances (locking/unlocking), exits and designated areas, reporting potential security breaches to the relevant person
- To monitor and operate fire safety equipment, carry out fire drills and respond to alarm systems where appropriate and to conduct regular routine health and safety checks – eg fire alarms, water sprinklers, legionnaire testing
- To be responsible for 3 Cleaners
- To monitor the allocated repairs/maintenance budget
- To anticipate future maintenance work and schedule repairs with outside contractors negotiating on the best use of resources
- To be the main key holder on occasions providing access and attend to emergency call outs outside normal school hours, liaising with relevant emergency services if required
- To carry out minor repairs not requiring a contractor and undertake decorating and improvement work as directed by senior staff
- To arrange emergency repairs with external contractors and/or LA as required
- To plan and carry out regular routine health and safety checks
- To control and monitor the school car park barrier system, before and after school
- Participate in all training relevant to the position
- Be supportive of the School's ethos at all times



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St. James' Catholic Primary School



In return we can offer

- A warm friendly Catholic Ethos
- Highly motivated staff committed towards enabling our children to reach their full potential

Application forms can be obtained by contacting the school office at St James' Catholic Primary School on Wigan 01942 748455 or downloaded from the school website www.orrellsaintjames.wigan.sch.uk

Experience of working with or caring for children of relevant age is essential.

Wigan Council and the school are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

This post is subject to Enhanced Disclosure Procedures and a Children's Barred List check.

**Visits to School – Please contact Mrs Lynn Crusham – 01942 748455 – Mornings Only
- Thursday 1st August at 10 am**

Closing Date for the receipt of applications is **Friday 23rd August 2019 Midday (please ensure that all applications are sent FAO Mr G Hayes - Headteacher)**

Interview Date – **To Be Arranged**

