

Hebden Royd CE (VA) Primary & Nursery School

Church Lane, Hebden Bridge HX7 6DS

Tel: 01422 842821

Headteacher: Gretl Young

Email: admin@hebdenroyd.calderdale.sch.uk

www.hebdenroydprimary.org.uk

Caretaker – Permanent Post

Post Ref: ED

30 hours per week, all year

Scale 3, Point 14 – 17, £14,344 - £15,139

The Governors are seeking to employ a Caretaker with effect from October 2018.

Duties will include:-

- The day to day management and security of the school premises – including opening and closing;
- Attending emergency call outs anytime of the day;
- Maintaining the school environment through carrying out basic minor repairs and maintenance, including plumbing, joinery, basic electrics, etc;
- Undertaking daily cleaning duties;
- Identifying and correcting any faults within the premises and liaising with contractors as appropriate;
- Have a knowledge of, and be able to monitor Health & Safety Standards in conjunction with the Headteacher and Governors
- Working with the school leaders to organise and liaise with contractors.

We have a friendly and supportive team of Staff and Governors, and happy, friendly and enthusiastic pupils.

We welcome visits to our school prior to making your application. Please telephone our School Office to arrange an appointment.

For more information and an application form please download the documents or visit our website.

Completed applications should be returned directly to the school. All applications will be considered however only those who are shortlisted will be contacted.

Closing date: 3.30pm Friday 28th September 2018

Shortlisting: Week beginning Monday 1st October 2018

Interviews to be held: Week beginning Monday 15th October 2018

Hebden Royd CE (VA) Primary School is an equal opportunities employer and committed to safeguarding all its stakeholders. The successful candidate will be subject to a DBS check