

Acting Head Teacher: Mrs Justine Keeling-Paglia  
School Business Manager: Mrs Hayley Hedge  
Chair of Governors: Mrs Sally Lill

Email: [admin@sheriffhales.shropshire.sch.uk](mailto:admin@sheriffhales.shropshire.sch.uk)  
Website: [www.sheriffhalesschool.org](http://www.sheriffhalesschool.org)



## **Job Vacancy**

### **CARETAKER – Level 1b**

**Grade 4, SCP 4 £10.98 per hour**

**20 hours per week** (4 hours per day), **Monday to Friday** (shifts available: 07.15am-08.30am and 3.00pm-5.45pm) with flexibility to provide cover for other staff and additional hours during some school holidays if required.

**Permanent - term time + 5 PD days + 3 weeks periodic cleaning**

Start Date: **Monday 27<sup>th</sup> February 2023**

Sheriffhales Primary is seeking to appoint an enthusiastic individual, willing to undertake a variety of Caretaking tasks including Cleaner-in-Charge duties across our small school site.

Working under the direction/instruction of the Headteacher to provide a safe, clean and hygienic school environment which meets specified cleaning standards. Duties include cleaning, general maintenance, grounds maintenance and being a key holder for the school. Reporting to our Headteacher, you will help with health and safety across school, security and general appearance of the buildings and surrounding areas.

#### **We are looking for someone who:**

- has very good relevant skills and knowledge of site maintenance and DIY
- is aware of and will comply with school policies and procedures, in particular relating to child protection, health, safety regulations, security, confidentiality and data protection, reporting all concerns to an appropriate person
- has good communication skills and a commitment to working as part of a team
- will be a positive role model in school
- has high expectations, be passionate and take pride in their work
- is committed to fostering excellent relationships between contractors, parents/carers and the community
- enjoys a challenge and has a good sense of humour

#### **In return we can offer:**

- a hardworking and dedicated staff team who are committed to providing the highest levels of service and education to its parents and pupils
- amazing children who love their school
- a vibrant, happy school with a real sense of community
- a friendly and supportive environment in pleasant, village surroundings
- appropriate training and development opportunities

Visits to the school are warmly welcomed and positively encouraged.

Sheriffhales Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced DBS check.

Further details and an application form are available from the school office on 01952 460204 or by email to [admin@sheriffhales.shropshire.sch.uk](mailto:admin@sheriffhales.shropshire.sch.uk).

Closing Date: **Friday 27<sup>th</sup> January 2023**

Interview Date: **Thursday 2<sup>nd</sup> February** or **Friday 3<sup>rd</sup> February 2023**