



## **JOB ADVERT: CARETAKER**

**Post:** Caretaker  
**Responsible to:** Site Manager  
**Grade:** NJC Support Staff scale points 4 – 6  
**Terms:** 32.5 hours per week: hours worked to be confirmed with successful candidate  
Term time plus 11 weeks (49.72 pay weeks)  
From £15,901 to £16,543

(Actual hours worked during school closure period to be negotiated with the Principal dependent upon the needs of the academy)

**Base location:** St. James' Church of England Primary Academy

**Overall purpose:** As directed by the Site Manager, to assist the Site Manager in, and hold delegated responsibility for, all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the academy. This includes security, cleanliness, portage, monitoring contractors, routine maintenance and refurbishment, minor repairs, health and safety, routine compliance testing and inspections, advising the Site Manager on suggested improvements to the general academy environment, to improve the productivity of site management and to carry out pre-planned and reactive maintenance programmes.

To apply for the role, please download the full Job Description, Person Specification and Application Form from this or the school's website.

St. James' C of E Primary Academy takes its safeguarding responsibilities seriously. The successful candidate will be expected to undergo a number of checks, including a DBS check and reference checks, before taking up the position.

St. James' is a fun, friendly place to work, where staff seek to promote and support the spiritual, moral, social, cultural, intellectual, physical and emotional development of all our pupils. For more information about our school, please visit our website: [www.stjamescebournemouth.com](http://www.stjamescebournemouth.com)

Application close: midnight Tuesday 22<sup>nd</sup> June. Interview date: To be confirmed.

Please send your completed application form to Richard Kelly, School Business Manager: [richard.kelly@stjamescebournemouth.com](mailto:richard.kelly@stjamescebournemouth.com)

