



## Little Stoke Primary School

Little Stoke Lane  
Little Stoke  
South Gloucestershire  
BS34 6HY  
Tel. 01454 866522



Headteacher: Mrs Anne Sargent  
Website: [www.littlestokeps.co.uk](http://www.littlestokeps.co.uk)  
Email: [admin@littlestokeps.co.uk](mailto:admin@littlestokeps.co.uk)

### Advertisement for Caretaker at Little Stoke Primary School

**Salary:** £18,795 - £19,171 pro-rata

**Hours:** 10 hours per week, all year round, with the possibility of this increasing to 15 hours in the future.

- Monday – Friday, ideally 7.15am-9.15 am although there is the potential to negotiate the working hours if necessary.
- During the school holidays, it is anticipated that the weekly hours will be compounded to allow the school to be open for whole specific days. *This will be discussed and agreed at interview.*

**Closing Date for Applications:** 12 noon on Wednesday 18<sup>th</sup> September 2019

**Interviews:** Week commencing 23<sup>rd</sup> September 2019

Little Stoke Primary School is a friendly, happy & caring place where everyone is a valued member of the team. It occupies a large, versatile site including a mature and substantial Forest School area. We are looking for a new Caretaker to join our team of staff who will play a key role in the smooth and efficient running of the school to maintain the high standard of facilities that the children & staff enjoy.

You will:

- be a highly organised individual who will help maintain and manage a safe learning environment for the children & staff
- have a keen eye for detail to ensure our facilities are clean, safe and well maintained
- have good DIY skills to undertake basic maintenance of the premises
- have the ability to work effectively in a limited time frame to complete key tasks.

Key Duties include:

- Acting as one of the main keyholders
- Locking & unlocking of the school premises to ensure the security of the school site in conjunction with our external key holding company.
- Health & Safety checks including alarm systems, legionella and playground equipment, asbestos.
- Waste management including recycling
- General tidiness and safety of internal and external areas
- Liaise with the School Business Manager if any defects are identified
- Some DIY tasks as is reasonable within the hours.

We can offer you:

- A friendly, supportive team who are proud of their surroundings
- The opportunity to make a positive contribution to our children and their learning environment
- Opportunities for professional development
- 24 days holiday, increasing to 29 days after 5 years' service plus 9 Bank Holidays (including 27<sup>th</sup> December annually).** *At least 3 weeks of annual holiday entitlement are to be taken during periods of school closure and all holidays are to be agreed in advance with the School Business Manager.*

*The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.*

*Some roles may need to comply with the 'Childcare Act 2006' and the 'Childcare (Disqualification) Regulations 2009' where additional disclosure of information will be required.*



For further details and an application form please download from the school website [www.littlestokeys.co.uk](http://www.littlestokeys.co.uk) or from 2<sup>nd</sup> September please ring school for an application form (school office is closed during August) or email [admin@littlestokeys.co.uk](mailto:admin@littlestokeys.co.uk)

Visits to the school are welcomed from 2<sup>nd</sup> September. Please contact Mrs Abrahams in the school on 01454 866522 to arrange a visit before the closing date.