

# Churchside Federation

Gooderstone C of E Primary Academy  
The Street  
Gooderstone  
King's Lynn  
Norfolk  
PE33 9BP  
Tel: 01366 328280  
Senior Teacher: Mrs E. Keeble



Mundford C of E Primary Academy  
St Leonard's Street  
Mundford  
Thetford  
Norfolk  
IP26 5ED  
Tel: 01842 878278  
Head of School: Miss L. Brown

Website: [www.churchsidefederation.norfolk.sch.uk](http://www.churchsidefederation.norfolk.sch.uk)  
Executive Headteacher: Mrs Godbold

## Vacancy for a Caretaker

**Scale C (04): £14,979 to £15,278,**

**Caretaker 32.5 hours**

**Term time + 4**

**Start date: ASAP**

We are looking for an awesome Caretaker to join our lovely team and help make both our schools even better places to be. Our aim is to provide children with an outstanding learning environment, if this is your passion too then we are the schools for you! As part of your role you will be working across both our schools sites.

As part of your role:

- You will be assisting the Headteacher in the day-to-day management of both sites and buildings through the supervision and monitoring of all works carried out on the site and carry out such day-to-day tasks as necessary to ensure the site and buildings are maintained to the standard required by the Trust.
- To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm system, etc.
- Ensure that cleaning staff support, and all contractors are managed and uphold the school's aims and policies
- To monitor the school site and buildings, identify remedial work, undertake minor repairs, maintenance and decoration of buildings, internal fixtures and fittings and furniture etc.
- To undertake portage and handyperson duties, including moving goods and furniture, unpacking deliveries, minor repairs to property, fixtures, fittings and equipment.
- To clean designated areas on and around the school site and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials. Cleaning up after an unwell stakeholder.

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- Have an understanding of legislation and regularly compliance as it applies to school premises such as Health & Safety, COSHH, asbestos and legionella.
- To undertake outside duties, for example, clearance of drains and gullies, general tidying, sweeping leaves, snow clearance etc.

## You will need to:

- Be a hands-on individual who can develop and implement systems/procedures as well as maintain current ones, therefore good IT skills are required.
- Be sympathetic to environmental concerns regarding the school and grounds
- Be able to prepare and implement risk assessments and any recommendations
- Contribute to projects and maintenance checks and schedules
- Be practical, with very good DIY skills to complete minor building repairs
- Drive a vehicle
- Reliable, flexible, conscientious, enjoys responsibility and takes pride in their work.

We would love to show you around our school so visits are welcomed and encouraged, so please email [office@mundford.dneat.org](mailto:office@mundford.dneat.org) or call our school secretary, Janice Pryer 01842 878278 to arrange for Mundford.

This school/academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks. This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

## How to apply:

Download the application form or alternatively call the school for a recruitment pack.

Return completed applications to [office@mundford.dneat.org](mailto:office@mundford.dneat.org)

The closing date for completed applications: Monday 5<sup>th</sup> December 2022

Interviews w/c: Monday 5<sup>th</sup> December 2022