

**Site Premises / Facilities staff – Caretaker / Site Supervisor – see options available**

Stockham Primary School has a vacancy for a Caretaker / Site Supervisor, starting as soon as possible.

Grade 6 Point 8 £25992 - Point 13 £28163 fte Hourly rate £13.47- £14.60

Actual salary will be pro rata the above dependent on experience etc.

Hours – 22.5 hours per week (split shift 7:00-9:20 & 2:30-5:30 Monday to Friday)

Term Time plus 2 weeks

**Please note this we are open to discussing and exploring other options regarding this position, for example hours, times and responsibilities etc.**

If you feel you have something to offer our school and interested in being part of the site team but perhaps not this role in full (handy person etc), then please get in touch and we shall be happy to discuss further with you. Variations with as much or as little might be available for the right applicant.

Flexibility with hours, times and weeks per year may be possible for the successful applicant.

This is a developing post and the need to be flexible in working methods with the ability to multitask is essential.

We are looking for someone to have a deep sense of pride in our site to ensure H&S, compliance, cleanliness and general upkeep is of a high standard.

The role will cover a wide range of tasks and will interact with many different people, so good organizational and interpersonal skills will be required.

The successful applicant will work both independently and as part of the team and will on occasion work closely with contractors.

They will help manage the site to ensure full compliance with H&S statutory regulations.

Tasks will include Water, Fire & Electrical testing, Asbestos management, Utility management and general upkeep of grounds and building.

They will be keyholders and responsible for unlocking and securing premises with alarms. In the event of an activation, they will be a point of contact with the alarm companies.

The role will include premises related administration, coordinating contractors and ensuring effective calendar management and scheduling. Accurate electronic records must be kept and shared appropriately and so proven use of MS Office, including Excel is desired.

Applicants will need to have a good basic level of DIY skills to help with the minor repairs and maintenance around the school.

Please note this role will have an element of physical activity and is likely to include lifting and working at height.

This is an exciting opportunity to take part in the further development of our school and applicants are encouraged to visit.

We are a warm, child-centered environment and are looking for an enthusiastic, experienced and committed professional, valuing quality relationships between staff, children and families.

All applications must be submitted on an OCC application form or via OCC recruitment website. We are unable to accept CV applications.

If not applying online please email completed application to [mdoyle@stockham.oxon.sch.uk](mailto:mdoyle@stockham.oxon.sch.uk). If you have any questions please contact Miriam Doyle or telephone 01235 764407.

Closing date Friday 31<sup>st</sup> January 2025 at noon, interview dates to be confirmed.

### **Commitment to safeguarding**

Stockham Primary School is committed to safeguarding and safer recruitment practice Enhanced DBS clearance will be applied for and required for this position as well as Right to Work in UK evidence and a Fit to Work certificate. The school follow the safer recruitment guidance and references will be requested prior to interview. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

### **Commitment to Equal Opportunities**

Stockham Primary School recognises the benefit of having a diverse workforce. Stockham Primary School values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 Stockham Primary School welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.

This role is UK- based and your right to work will need to be established as part of the appointment process.