

# St. Francis CE Primary School

*Together in God's Love we Care, Trust and Respect*

## Caretaker

Thank you for your interest in joining St Francis CE Primary School. We hope that this pack provides you with all the information you need, but please don't hesitate to contact Dawn Harrison or Zoe Morgan, Co-Headteachers, via [adminoffice@st-francis-pri.hants.sch.uk](mailto:adminoffice@st-francis-pri.hants.sch.uk) with any questions you may have about the school or role.

### Key Recruitment Information

- Application Closing Date: Friday 28th August- midday
- Interview Date(s): Thursday 3<sup>rd</sup> September
- Start Date: 1st October 2026 or sooner
- Part time, full year (52 weeks); 28 hours per week
- Salary: HCC Band C. Starts at £13.05 per hour

### Job/Person Summary

We are seeking to appoint a resourceful and flexible Caretaker to join our brilliant support team. This is a job share with another experienced Caretaker.

#### Duties include:

- Primary keyholder for the school and responsible for unlocking the site on working days
- Routine maintenance and grounds work- e.g., painting, sweeping, minor repairs
- Working with Hampshire CC contractors to manage more significant repairs and project work
- Completing regular health and safety and statutory checks- e.g., legionella testing, fire alarm testing, health and safety checks.

Please see the full job specification attached for more information.



## **If you:**

- Have strong DIY skills and a 'can do' attitude
- Are flexible and resourceful
- Fully support the values and ethos of our school and want to make a positive contribution
- Are keen to work in a highly successful school and committed to be part of a very supportive staff team
- Are friendly, flexible and eager to develop personally and professionally
- Are dedicated, hardworking and enthusiastic, with a good understanding of your own work life balance

## **Then we can offer:**

- An interesting and varied role
- 24 days paid annual leave in addition to bank holidays (pro rata for part time staff)
- Supportive, friendly and committed colleagues who will welcome you to our team
- Commitment to your professional development and CPD opportunities within the school and local authority
- Support and encouragement to maintain a healthy work/life balance and good wellbeing.

## **Working pattern**

The current working pattern for this job is Monday, Thursday, Friday 7.15-4.45 with 1.5hr break in the day, plus Tuesday 7.15-11.15. Wednesday is non-working. There is some scope to change this pattern for the right candidate and if suitable for the job share partner and school. If you would like to discuss working patterns before applying, please contact the school.

## **About St Francis CE Primary School**

Our vision is a community characterised by a deep passion and belief for everyone to thrive, rooted in our Christian ethos of belonging. Through sharing in God's love, we enable all to grow, learn and flourish as individuals, becoming role models for our Christian values within our community and equipping us to follow and lead in the light of God through our journey within and beyond our school to enrich ours, and others' lives.



## Our School Values

Our whole school Christian values are important to us and weave throughout our daily lives, in play and learning: ***Together in God's love we care, trust and respect.***

## St Francis CE Primary School Charter

It is our aim that St Francis CE Primary School provides a warm, caring environment for all children to become successful learners. We therefore expect high standards of behaviour to be maintained by all. Underpinning this expectation is our School Charter setting out the rules, which direct the way everyone conducts themselves at St Francis School.

### Our School Charter

1. Always try your best
2. Be caring, kind and helpful to others
3. Look after everything at school
4. Show good manners
5. Stay safe
6. Tell an adult if you're unhappy



### How to Apply

To apply for this role, please submit an application form, available from our website, by midday on the closing date.

Applications should be emailed to [adminoffice@st-francis-pri.hants.sch.uk](mailto:adminoffice@st-francis-pri.hants.sch.uk).

*St Francis CE Primary and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.*