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**The Roman Catholic Diocese of Hexham and Newcastle**

**In partnership with Bishop Wilkinson Catholic Education Trust**

**Caretaker/Cleaner –** **St Michael’s Catholic Primary School, Houghton Le Spring**
 **£20,092 - £21,748, Scale 4 (7-11)**

**37 Hours per week, Permanent, full time, full year contract**

**Hours of work: 6.30am to 10.45am (10.15am Friday) and 2.45pm to 6.00pm.**

**St. Michael’s Catholic Primary School, Durham Road, Houghton Le Spring, Tyne and Wear,**

**DH5 8NF**

**Headteacher: Mrs M Wilson**

**Tel: 0191 5840542**

**Website:** [**www.stmichaelscatholicschool.co.uk**](http://www.stmichaelscatholicschool.co.uk)

**Email:** **office@stmichaelscatholicschool.co.uk**

**Number on Roll: 211**

**Required as soon as possible**

The Headteacher and Governors would like to appoint an enthusiastic and hardworking Caretaker/Cleaner with initiative, drive and enthusiasm to join our team. We are looking for a suitable person who can work well with others and maintain high standards of cleanliness within school.

Key duties will include:

* Acting as the designated keyholder for the school premises.
* Ensuring the premises are secure on a daily basis and be on call in the event of an emergency.
* Ensuring health and safety regulations are complied with and arrange regular maintenance and safety checks.
* Undertaking routine building and site maintenance work (including painting and decorating), as well as cleaning as required during term time and school holidays.
* Ensuring that all plant, equipment and outside services are maintained to the required standard.
* Arranging emergency repairs and oversee any contractors onsite, checking that work is completed to required standards, and within timescales.
* Monitor consumables and stock and order when needed.
* Undertake general portage duties, including moving furniture and equipment within the school.
* Perform duties in line with Health & Safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
* Undertake regular Health & Safety checks of building, grounds, fixtures and fittings (including compliance with safety regulations) and equipment, in line with other schedules.
* Basic grounds maintenance – litter picking, bin emptying, snow clearing, salting etc.

St Michael’s Catholic Primary School is part of the Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 24 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 30 schools by the end of 2021 and reach a total of 48 schools by 2022.

**How to apply**

Application forms and further details are available from our website and should be returned to Mrs H. Wallace, office@stmichaelscatholicschool.co.uk. Please note that restrictions on visiting our school are still in force due to COVID-19.

**Closing date: 9th July**

**Shortlisting: 12th July**

**Interviews to be held: 14th July**

Only applications received on the CES application form will be considered for shortlisting.

*The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.*

*In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the ‘Notes for Applicants’ document.*

***Equality Monitoring***

*Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.*

*The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.*

***Emailed applications are acceptable***

*Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature and then email the scanned version to the school. Original documents should be signed as soon as circumstances allow.*