

# Alverstoke Community Infant School

## Caretaker

- **Closing Date:** 23<sup>rd</sup> August, 10am
- **Interview Date(s):** 29<sup>th</sup> August 2024
- **Job Start Date:** to be agreed with successful applicant
- **Contract/Hours:** Permanent, Part time
- **Salary Type:** EHCC/Support Staff
- **Salary Details:** Grade : £23115 (FTE), £16866 (Actual Salary)
- **Hours of work:** 27 hours per week, 52 Weeks per year with holiday entitlement of 24 days.
- **Location of Role:** Alverstoke Infant School
- **Contact email:** adminoffice@alverstoke-inf.hants.sch.uk

## Job/Person Summary

We are looking to appoint a hardworking, enthusiastic caretaker to take charge of the cleaning and maintenance of our school and grounds. We need someone who is able to work under their own initiative, lead our small team of cleaners and take pride in keeping the school clean and safe for our children and staff.

The successful candidate should be someone who has/is:

- An enthusiastic and positive attitude.
- Excellent communication skills.
- Takes pride in their work
- Able to work as part of a dedicated and committed team
- Able to carry out minor maintenance of the building, decorating and general DIY.
- An understanding of Health and Safety.
- Willing to undertake job related training.

Previous experience would be beneficial, but full training will be provided. The successful candidate will be required to act as the primary keyholder, so may be required to attend the school site in the rare event of an out of hours emergency i.e. fire/break in.

The hours of work are on a split shift 7.00am - 9.00am and 3.00pm – 6pm, Monday to Friday, with an additional 2 hours ad hoc, there is some flexibility around these timings. There will be occasions and events where the school will need to be opened outside of the school day (for example when the school is used as a polling station).

More information about us is available on our website - [www.alverstoke-inf.hants.sch.uk](http://www.alverstoke-inf.hants.sch.uk)

## Application Procedure

If you are unfamiliar with our school we would be delighted to show you around. Please contact the school office to arrange a visit [s.hughes@alverstoke-inf.hants.sch.uk](mailto:s.hughes@alverstoke-inf.hants.sch.uk)

Application packs are available via the vacancies link on our website [www.alverstoke-inf.hants.sch.uk](http://www.alverstoke-inf.hants.sch.uk) Should you require a hard copy of the application pack please e-mail [adminoffice@alverstoke-inf.hants.sch.uk](mailto:adminoffice@alverstoke-inf.hants.sch.uk) or collect from the school office.

Alverstoke Community Infant School 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 Disclosure and Barring Service checks along with other relevant employment checks