Stoke Hill FederationA logo for a company

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Caretaker

**Contract/Hours:** Permanent, full-time, 52 weeks per year.

**Salary Type:** Support Staff

**Salary Details:** Grade D, £24,702 - £26,421 point 8 -12 depending on experience

**Start Date:** As soon as possible

**Hours of Work:** 37.5 hours per week. Working pattern 7am -2pm

**Location of Role:** Stoke Hill Federation

Job/Person Summary

Stoke Hill Federation is a thriving, popular and busy Federation that operates across two schools, our Infant School and our Junior School.

Stoke Hill Vision:

***“We work together to make Stoke Hill a great place to learn, work and play”***

We currently have a vacancy for a caretaker based at our Junior School site. We are seeking an enthusiastic, reliable and committed person to assist in the care for the buildings and premises. You will be part of a team ensuring a safe, clean and well-maintained school environment for all staff and children, working under the direction of the Premises Operations Manager. The ability to complete physical work and be able to use tools to complete minor maintenance tasks is essential. A trade qualification would be desirable. Work will be both inside or outside dependant on the task and although based at the Junior School, this role requires you to work across both sites.

This role could develop into a more senior site management role for the right candidate.

Please see job description for further details.

**Person Specification**

Please apply if you are…

* Well organised with high standards and excellent attention to detail
* Enthusiastic, positive, friendly, reliable, honest and hard-working
* Able to manage and prioritise a varied workload and use your own initiative
* Committed to ensuring equality standards
* Committed to improving yourself through reflection and training

**Main Duties**

* Unlocking and locking school sites / site security
* General maintenance
* Health and Safety
* Cleaning specific areas

Interested candidates are most welcome to visit or have an informal conversation with Andrea Prunty our Premises Operations Manager [andrea.prunty@stokehill.devon.sch.uk](mailto:andrea.prunty@stokehill.devon.sch.uk)   Tel: 01392 667830.

**For more information, please refer to the full Job Description**.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. Please refer to our safeguarding and child protection policy on our federation website.  
This role requires an enhanced DBS disclosure.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Applicants should submit an application form to [Melissa.Barton@stokehill.devon.sch.uk](mailto:Melissa.Barton@stokehill.devon.sch.uk)

**Please note, this vacancy may close early should we receive a high level of suitable applicants.**

Closing Date:  May 17th 2024

Start date: As soon as possible