

Job Advertisement

Governors seek the following appointment for February/March **CARETAKER (Job Share)**



Salary: NJC Grade 4 Scale points 4 -6 - £18,933 - £19,698 (pro-rata)
Actual Salary £7,675.54 -£7,985.68 - reviewed annually
Hours: 2pm to 7pm - 3 days per week - all year round

Potential for additional hours as and when cover required

'Aspire not to have more, but to be more' Saint Oscar Romero

We are looking for an enthusiastic and committed Caretaker to join our busy Site team at our "Outstanding Academy".

Role Overview: To ensure the College facilities are opened and secured at a designated time in accordance with the booking's diary. To direct and supervise facility users, dealing with their enquiries and issues and advising appropriate college staff of issues arising.

Key Responsibilities:

- To work alongside the maintenance team and assist with the general maintenance of the College building including undertaking minor repairs and improvements, minor gardening tasks, and portering duties (including the moving of heavy furniture) as directed and as time allows.
- Assist in the operation and monitor and maintain the appropriate site security systems
- Respond to call outs as necessary in order to provide satisfactory security arrangements ensuring the buildings are safe and alarmed.
- Ensure areas are set-up in the required format and maintain the cleanliness and condition of College facilities to a high standard – including pitches, all changing rooms, showers and toilet areas as well as reception.
- To comply with the College's Health and Safety policy and assist with the undertaking of risk assessments, reporting any problem areas if this should occur.
- To unlock and secure the sports buildings and pitches ensuring the buildings are safe and alarmed
- To follow COSHH guidelines (Chemicals and Other Substances Hazardous to Health) to ensure the College environment is safe
- To actively support the values and activities of the college which ensure the distinctive Catholic/Christian faith ethos maintained and developed.

The successful candidate will be line managed by the Senior Caretaker.

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the post holder.

Application documents can be found on All Hallows Catholic College website: <http://allhallows.org.uk/associate-staff-vacancies/>
You are required to complete the following documents:

Support Staff Application Form / Recruitment Monitoring Form / Rehabilitation of Offenders Disclosure Form
All posts are offered subject to agreement to sign the CES contract of employment with the Holy Family of Nazareth Catholic Academy Trust and enhanced DBS clearance suitable for working with children and young adults.

Applications to the HR Officer at:

All Hallows Catholic College, Brooklands Avenue, Macclesfield, Cheshire SK11 8LB
hr@allhallows.org.uk

Closing Date: Monday 7th February 2022 @ Noon

Interviews: Friday 11th February 2022

✚ Honourable purpose ✚ Respect ✚ Compassion ✚ Cooperation ✚ Stewardship ✚
Member of The Holy Family of Nazareth Catholic Academy Trust