



Diocese of Portsmouth

ST EDMUND'S CATHOLIC PRIMARY SCHOOL

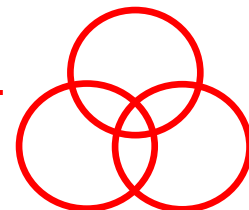
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www.st-edmunds-rc.oxon.sch.uk

Headteacher: Mrs E Kirwan



Caretaker

(Part-time – 20 hours per week - 6.30am – 9.30am and 5.30pm – 6.30pm)

Salary Scale: Grade 4, Point 4 (£21,189 pro rata)

Job/Person Summary

St Edmund's Catholic Primary School is situated within the parish of Our Lady and St Edmund of Abingdon and is a highly successful single form entry primary school which: *"inspires pupils with a determination to change the world by spreading kindness and love."* **Ofsted January 2020.**

We wish to appoint a self-motivated, organised and adaptable person to take on the role of part-time Caretaker. The successful candidate will be responsible for maintenance, security, carrying out compliance checks and general caretaking duties and for the unlocking and locking of the school premises for lettings and other out of hours school events (for which additional payment will be made). The ideal candidate will:

- Have a good awareness of health and safety issues and able to carry out key compliance and safety checks
- Be reliable, a good problem solver and able to work on their own initiative
- Be experienced and capable of carrying out general maintenance and DIY tasks
- Be friendly, enthusiastic and a good team worker
- Have the ability to communicate effectively with a wide range of people, including contractors
- Be keen to contribute positively to the life of our school

This is a permanent part-time contract for 20 hours per week, from 6.30 am – 9.30 am and 5.30pm – 6.30pm Monday to Friday. For the right candidate, these hours could be supplemented through Teaching Assistant (TA) work during term time.

For further information about our School please visit our website: www.st-edmunds-rc.oxon.sch.uk

Application Procedure

Please contact Mrs Caroline Lomas, School Business Manager (clomas2266@st-edmunds-rc.oxon.sch.uk) to request an application pack. **Applications must be made on the CES Support Staff Application form only.**

St Edmund's Catholic Primary School and Oxfordshire 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.