



Sacred Heart RC Primary School

Headteacher: Mrs S. Walker

Deputy Headteacher: Mrs G. Eccles

Knutsford Road, Gorton, Manchester, M18 7NJ

Telephone – 0161 223 0231 Fax – 0161 231 8305

admin@sacredheart-jun.manchester.sch.uk

www.sacredheart-jun.manchester.sch.uk

‘Where Every Heart is Sacred’

Caretaker Level 3, Grade 4

Working Hours: 32.5hrs per week

Contract: Permanent All Year Round (6.30am -9.00am and 2.00pm-6.00pm, Shift Pattern Negotiable)

The Governors of this friendly, successful, one and half form entry, Catholic Primary School are seeking to appoint an enthusiastic, highly motivated and committed Caretaker who can make a significant contribution to the school.

The main focus of the role is security and maintenance of the building, health & safety, fire safety and statutory compliance. Other duties include undertaking safety audits and risk assessments and ensuring regular health and safety checks are completed e.g. fire alarms, emergency lighting and Legionella testing.

We are looking for someone who

- Has a positive attitude and can build excellent relationships with colleagues and the whole school community.
- Has a sound awareness of health and safety issues.
- Has a clean driving license.
- Can manage the planned maintenance programme and oversee the delivery of statutory compliance tasks.
- Can maintain accurate and up to date records.
- Can carry out routine maintenance and basic repairs.
- Can spot opportunities to improve efficiencies and working practices and take appropriate action.

Experience of joinery, plumbing, repairs and maintenance would be an advantage, but not essential.

Informal visits to the school are warmly encouraged. Please contact the School Business Manager, Mrs Warner, to make an appointment.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).

Please e-mail completed application forms and supporting Catholic Education Service documents to admin@sacredheart-jun.manchester.sch.uk or post to the above address.

Closing Date: 26th September (12:00 noon)

Interview Date: 5th October 2022

Commencement Date: 31st October 2022 or as soon as possible thereafter

