**Great Heights Academy Trust**

**School Street, Greetland HX4 8JB**

**Telephone: 01422 372893**

**Websites:** [**www.greetlandacademy.org.uk**](http://www.greetlandacademy.org.uk)

## Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together

*with confidence, enthusiasm and mutual respect’*

**Caretaker at The Greetland Academy**

**Immediate Start**

**Scale 2: £9.81 per hour (£10,234 per annum)**

**Part-Time 20 hrs (based at The Greetland Academy, School Street)**

**PLEASE NOTE: Times to be arranged over a split shift am/pm**

Required as soon as possible a reliable, trustworthy individual to be responsible for:-

* The day to day security of the site, including opening and closing the premises.
* Ensuring that the school is cleaned and maintained to high standards of health and hygiene.
* Monitoring the Health and Safety Standards within the school.
* Ensuring that the school’s heating, lighting and other utility services are maintained and operate correctly.
* Identifying and organising the rectification of any defects, including liaison with the Academy’s Site Manager and Contractors.
* Maintenance and general upkeep of minor internal and external fabric and repairs.

The school has a team of cleaners to assist in the daily cleaning of the school.

**About the School:**

The school employs a Site Manager who is responsible for all security, caretaking and cleaning at each site. Each site has a part-time caretaker ensuring that there is a full team of personnel with a multitude of skills who are able to support each other and work together to ensure the same standard is maintained across all sites.

Prospective candidates need to have high standards of cleanliness, be reliable, willing and flexible. You need to use your own initiative, be tactful, patient and courteous.

Visits to the school are encouraged and can be arranged by telephoning Paul Costello, Site Manager, on 01422 372893.

The successful applicant would be expected to be supportive of the school’s aims and objectives.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

The Trust is committed to ensuring security and protection of personal data, in line with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Personal data will be used for the purpose of recruitment and employment processing.

The Trust strives to create an inclusive working environment for all and is committed to being an equal opportunities employer, celebrating and promoting diversity.

If you would like to learn more about the post, please download our application pack from

<https://greatheightstrust.org.uk/employment-opportunities/>

Please return your completed application form by email to Katherine Humphreys, HR Manager: [recruitment@greatheightstrust.org.uk](mailto:recruitment@greatheightstrust.org.uk) or alternatively post to: The Greetland Academy, School Street, Greetland, Halifax HX4 8JB, marking the envelope ‘FAO Katherine Humphreys’

**Closing date for applications: Monday 11th October 2021 at 12.00 noon.**

**Interviews: w/c Monday 11th October 2021**