

West Vale Academy

Caretaker

Permanent role, 20 hours per week (split shift, 7.am-9am and 4pm-6pm)

Salary - £12,494 (FTE £23,114)

Start – Immediately

West Vale Academy are looking to recruit a Caretaker to join our dedicated team. The successful applicant will play an instrumental role in supporting the smooth and efficient operation of the school, with responsibilities in the following areas:

- Key holding and security
- Opening and closing of premises
- Lettings
- Maintenance, including testing of fire alarms
- Cleaning
- Porterage
- Gritting car parks and pathways
- Directing on-site contractors
- Stock control of cleaning materials

The successful candidate will be responsible for the care, cleaning and security of the school premises, including all buildings, contents and heating. Working largely unsupervised, they will prioritise their workload and using their initiative, ensure all duties are discharged.

This is a varied role that requires excellent organisational and time-management skills with the ability to prioritise tasks effectively. A problem-solving attitude to work is essential. The successful candidate must have a positive attitude towards team working and have excellent interpersonal skills.

During term time, the hours will be 7.00am to 9.00am and 4.00pm to 6.00pm. During the school holidays, some flexibility can be offered.

If you are interested in applying for this role, please complete our application form, as a Word Document and return to Hayley Drummond, Recruitment Officer at h.drummond@greatheightstrust.org.uk

Closing date: Tuesday 20th February, 9.00am

Interviews: TBC

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process.