25th July 2017

Dear Applicant,

Caretaker - Permanent, Full Time Post - 37 hours per week (split shift)

Grade 4 (scale points 15 -19) £17,072 - £18,746

Thank you for your interest in the above post currently available at Chester-le-Street CE Primary School. We would like the successful candidate to start on 1st October 2017 following completion of pre-employment checks and any notice period required by their current employer.

Governors are seeking to appoint a flexible, enthusiastic and reliable Caretaker for Chester-le-Street CE Primary School. Good communication, interpersonal and DIY skills are essential. Previous experience of caretaking in a school would be an advantage.

**We are looking for someone who:**

* Is hardworking, dedicated and reliable.
* Has excellent organisational skills and can prioritise work effectively.
* Acts as a role model and sets personal high standards in the completion of cleaning and other duties.
* Has the ability to successfully manage and motivate cleaning staff, and review their performance.
* Can communicate effectively with outside agencies.
* Maintains effective records related to health and safety and maintenance check procedures.
* Is committed to becoming part of our team.
* Has the ability to promote the school’s ethos and reputation within the community.

**In return we can offer:**

* A welcoming and committed team of staff, parents and Governors.
* An inspiring group of pupils who are polite and enjoy learning.
* The chance to join a forward thinking team who are dedicated to continuous improvement.
* Opportunities for continual professional development.

The school is committed to the safeguarding and welfare of all pupils and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS Disclosure check along with relevant employment checks.

Please visit our website to see more about our school:

[www.chester-le-street.durham.sch.uk](http://www.chester-le-street.durham.sch.uk)

Please return your completed application form (marked Confidential) by post to:

Mrs J L Proud

Headteacher

Chester-le-Street CE Primary School

Hilda Park

Chester-le-Street

County Durham

DH2 2JT

The closing date for applications is **12 noon on Wednesday 6th September 2017.** Interviews will be held on **Friday 15th September 2017**.

Thank you for your interest in this post. We look forward to receiving your application.

Yours sincerely,

Mrs J L Proud

Headteacher