The Head Teacher and Governors of Darras Hall Primary School are seeking to recruit a flexible, enthusiastic and reliable Caretaker. Good communication, interpersonal and DIY skills are essential.

Proposed working hours:

Monday – Thursday: 7.00am – 9.15am, 11.30am – 1.45pm, 3.00pm – 6.00pm

Friday - 7.00am – 9.15am, 11.30am – 1.45pm, 3.00pm – 5.30pm

Please note that there may be some flexibility with these timings.

Salary – Band 2 - £16949 - £17950

Darras Hall Primary School is a large school located on the Darras Hall Estate, two miles West of Newcastle Airport. We will be moving into a purpose built new school building on the current site in Summer 2018. The Senior Leadership Team is committed to on-going professional development for all staff.

We are looking for a Caretaker who will ensure high standards of cleanliness, repairs and maintenance across our school site. They will be expected to have shared responsibility for the careful use of equipment, stock control and ordering of consumables.

You will be responsible for the security of the premises, general maintenance work and repairs, health and safety issues relating to the building, cleaning and porterage duties, and general catering duties. It is essential that you are capable of regular stooping, bending, lifting and carrying of equipment, materials and furniture, and able to climb ladders.

There will need to be a degree of flexibility around certain key events in the school calendar, eg parents evenings, governing body meetings, school fairs etc. You will be expected to undertake lettings for the school premises.

To work in our busy school, you must be positive, hardworking and have a strong commitment to high standards of service delivery and customer care.

No previous Caretaking experience is required as full training will be provided.

Visits to the school are very warmly welcomed, by arrangement.
Please telephone Mrs Emma Campbell, School Business Manager on 01661 823857 to make an appointment.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and be successful against a range of other recruitment checks.

As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.

Visits to the school are more than welcomed.

Application forms and further details are available to download from the North East Jobs website: [www.northeastjobs.org.uk](http://www.northeastjobs.org.uk/) and to be returned to:

Mrs. Emma Campbell,

School Business Manager,

Darras Hall Primary School.