

Bordon Infant School

Budds Lane

Bordon

Hampshire

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Tel: 01420 472358

[www.bordoninfantschool.co.uk](http://www.bordoninfantschool.co.uk)

Email: [k.mitchell@bordon-inf.hants.sch.uk](mailto:k.mitchell@bordon-inf.hants.sch.uk)

Headteacher: Matthew Greenhalgh

22nd March 2021

Dear Applicant

Thank you for your interest in the 10 hours per week Caretaker position at our school. Please find enclosed application pack. Bordon Infant School is looking to appoint a hardworking, reliable and enthusiastic person with high standards and who takes pride in their work. The role of caretaker is to ensure that the school is the welcoming, safe and professional space the children need in order to thrive.

**Responsibilities will include**

* Manage the school site, grounds and buildings
* Take responsibility for site security
* Ensure the school is locked daily, carrying out security and safety checks; there may also be a requirement to open and close the school outside the core hours.
* Undertake a range of minor repairs and redecoration within the school buildings and grounds
* Regularly carry out and record health and safety checks and ensure that Health and Safety and COSHH legislation is kept to.
* Manage and co-ordinate school employed cleaners
* Ensure the school is kept to the highest standards of cleanliness, including undertaking cleaning duties where necessary
* Arrange and supervise contractors on site
* Take responsibility for stock control and ordering of cleaning/repair products
* Work in a flexible manner for the needs of the children and school
* Share our school values and ethos
* Have a good standard of literacy and numeracy and knowledge of IT; the ability to use email is essential
* Have a high degree of personal pride in their work

The successful candidate will be proactive in carrying out tasks under the day to day direction of the Headteacher and will be given suitable induction and support in carrying out their role effectively.

This is an important role within the school and hours will be **3.30pm – 5.30pm Monday to Friday**

**52 weeks per year contract with holiday entitlement.** Hours worked during school holidays are usually blocked together (by agreement with the Headteacher) to ensure the cleaning team can work together to perform a thorough deep clean of the premises.

**Rates of pay for this post will be HCC Grade C: £9.81 - £10.34 per hour**

***We can also offer the successful candidate a free place for one school-aged child in our After School Club whilst they carry out this role.***

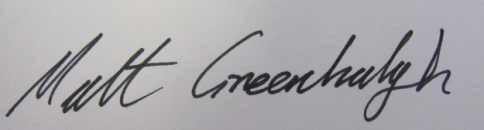
We would like the successful candidate to start as soon as possible after all necessary pre-employment checks including Enhanced DBS clearance are completed. For the right candidate we would consider a later start date. References will be collected on offer of interview.

We would encourage anyone seeking to apply to ring and speak to our Headteacher Matt Greenhalgh. Please ring the school office to arrange 01420 472358.

The final date for receiving applications is: **Midday on Tuesday 20th April 2021**

We look forward to hearing from you.

Your faithfully



Matthew Greenhalgh

Headteacher

*Bordon Infant School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*