



Waddington All Saints Academy
A L.E.A.D. Academy

May 2018

Dear Applicant

Re: Caretaker/Site Manager Post - Waddington All Saints Academy

Thank you for your interest in this post. I hope that you will find this information helpful in your application.

This post is for a caretaker/site manager and the job title and salary range will depend upon the experience and expertise of the successful applicant. The post would start as soon as possible and will include a period of support, training and induction into the role.

We require someone with a friendly and helpful outlook who has excellent customer services skills including the ability to communicate with children, parents, colleagues and the wider community. The applicant also needs a flexible approach and the ability to work confidently on their own initiative and with a team. We are looking for someone who is efficient, conscientious and well-organised to work for 25-30 hours per week. This would be 25 hours per week from 7am to 12.15pm weekdays. Alternatively, if the post holder was willing to split the shift, the hours would be increased to 30 hours per week to be worked by agreement, so long as the site is open by 7:30am and secured at 6:30pm each day.

The successful applicant will play an integral part of the All Saints Team ensuring that the environment (inside and out) is safe, clean and secure, well-maintained and meeting Health and Safety requirements. We are a whole school team who are proud of our environment and we are looking for someone who will actively promote and care for our school and help us in our desire to look for ways in which to enrich it further.

The key duties include:

- On-site security and unlocking of the building each day;
- Supporting the maintenance and cleanliness of the building and site, including basic DIY, basic decorating and ground work;
- Obtaining quotes and liaising with contractors;
- Learning, applying and recording the appropriate Health and Safety procedures, compliance checks and COSHH regulations

Full training will be given but a willingness to attend training courses including Health and Safety is vital.

To apply, please complete an application form with a covering letter to arrive by 12 noon on 11 June.

We look forward to hearing from you.

Yours faithfully

Mr P Martin
Headteacher

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