



Caretaker - Site Supervisor

Hours

Please note that negotiation may be possible regarding number of hours per week and weeks per year /all year around.

It is anticipated that we require approx. 25 hours per week. We hope to negotiate the actual times of day with the successful applicant but will be based around Monday to Friday, and initially between 7.00am – 2.00pm. It is possible that hours may involve split shift working through the day to accommodate staff absence and school requirements ie trips. This split will be kept to a minimal.

Term time only plus 4 weeks to be worked in school holidays / inset or by negotiation

Grade 6 £20852-£23023 FTE (pro rata dependant on successful applicant. Please ask if you would like basic calculations for this.

Main purpose of role

Although we have preference for a Grade 6 applicant we are open to applications of Grade 4 level, please ask if you would like more information regarding this.

For either grade this role may be seen as attractive for career progression / personal development or could as likely suit a trades person looking for a change of direction.

The role will be working with, and reporting to the School Business Manager across a large school site and grounds. The post offers opportunity for both role and personal growth and encouragement would be given to working towards the role of Site Manager.

This is a wide-ranging and varied role. The post-holder will be enthusiastic, self-motivated, pro-active, flexible, organised and a good team player.

The role covers a mixture of both manual and administrative duties including team management. Focus will initially be helping to establish good routines and enhancing current working practises. It is expected that routines etc will adapt and evolve with the role.

We also require someone to help with driving our school mini bus for short local trips at various intervals in the day.

Once established working at other school sites may also be required.

Duties & responsibilities

To ensure the school and its grounds are maintained as an attractive, clean and safe environment for all users in all weather conditions. This may be either undertaking some basic skills / tasks themselves or ensuring contractors are employed for more technical work.

Maintaining the school records for areas such as water, fire and asbestos etc. ensuring compliance and safety.

Assist with Minibus driving for school visits etc

Contribute and support the overall ethos and aims of the school which attracts a diverse range of families and visitors.

The successful applicant will be working independently and as part of a team.

As the successful applicant may also work across other school sites a flexible approach is required.

Skills & experience required

Although a level of practical and admin skills is required, we are also looking for personal qualities of enthusiasm, pride and ownership of the role. It is important that the successful candidate demonstrates an interest in our school and its site management.

The successful candidate will be able to undertake manual tasks and have good IT and efficient clear communication skills both written and verbal.

Administration is supported by the SBM as a level of record keeping will be required. As part of a trust we also have support from the Central Operations team.

Attention to detail is necessary.

Awareness and ability to understand and apply regulations such as Safeguarding, Health & Safety, Manual Handling, COSHH etc. is required.

The successful applicant will present a positive personal image, a pro-active approach contributing to a welcoming and safe school environment which supports equal opportunities for all.

The role offers, and encourages, the opportunity for personal development.

Driving our school minibus for local trips will be required and we are happy to support obtaining the appropriate licence. This is a rewarding and invaluable part of the role and flexibility to post holders own workload may be required to accommodate the outings.

What we can offer

Rose Hill Primary School is a busy and vibrant settings where life is never dull, but always rewarding. We have a full staff team and approximately 300 children on roll.

- The school prides itself on continuously improving and updating practice, and you will have the opportunity to contribute.
- Ofsted told us that there is 'a culture of care for each individual'.
- Working closely with families is part of our ethos.

This is what the children said they would like to offer to you:

- school values
- good relationships between staff and children
- fairness
- respect
- the best school ever

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

How to apply / closing date

We invite you to take an opportunity to come and work at this vibrant school and contribute to making it even better!

All applications through TES - Please see our website (vacancies) for link to TES.

Please note that CV applications cannot be accepted.

Link to Rose Hill Primary School Website <https://rose-hill.oxon.sch.uk/our-school/vacancies/>

Closing date noon Monday 23rd May 2022 & Interview date TBC

Visits are warmly welcomed and encouraged. Please contact Miriam Doyle (Business Manager) on schoolmanager@rosehillprimary.org if you have any questions or to chat through the role.

Previous applicants need not apply

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.