

UNITED SCHOOLS TRUST

Kingsteignton School



SCHOOL

*c/o St. Michael's C. of E. Nursery & Primary School,
Church Street, Kingsteignton, Newton Abbot, Devon. TQ12 3BQ
Telephone: (01626 352854 St. Michael's School) 01626 241166
Email – info@kingsteignton.school.org
Principal – Dr. Penny Fitch*

November 2018

POST INFORMATION

APPOINTMENT OF A SCHOOL CARETAKER

POST - PERMANENT - SCHOOL CARETAKER PART TIME

The Trustees are seeking to appoint a caretaker based at the BRAND NEW Kingsteignton School to start January 2019. The position is available for 20 hours per week all year round. Applications are welcome from candidates with or without experience although background knowledge in a maintenance trade would be ideal. This position is part time and permanent and the successful candidate must have a full clean driving licence to assist in driving children and adults to various locations using a van or mini-bus. Appropriate training will be considered by the Principal/USF Senior Site Manager to enhance experience e.g. DCC mini-bus test, legionella checks, working at height etc. and you will be expected to undertake any training relevant to this position.

The safety, security and wellbeing of our pupils is our number one priority which is why this role is key to the effective day-to-day running of our school. Additional hours may be required for out of hours activities, alarm call-outs, school hire evenings, weekends and school holidays etc.

Applicants should be enthusiastic, committed and motivated with a friendly and willing manner. You may be the first point of contact at the school and, therefore, a friendly and welcoming attitude is essential to all. You will work under the guidance of the school Principal/Chair of Trustees/USF Multi-Site Manager and be part of the larger group's cleaning and caretaking team. The work is very varied and may include painting and decorating, minor plumbing, ground-works, gardening, cleaning and clearing and other general maintenance chores. Therefore a flexible approach to work is essential as situations change daily within the school environment and you may need to amend planned work at short notice to accommodate emergencies, outings and events.

As you will need to respond to incidents and emergencies, and be in the company of young children, a calm and level headed personality is essential too.

The post will be available at the beginning of the New Year in a purpose built pristine school building at Newcross (opposite Teign School) Kingsteignton.

If you have previous experience working in a school with a background in a building trade you will find this a friendly, busy and varied environment suited to you.

You are advised to read the full information and documentation on the Devon County Council website for more details.

This is a hugely exciting time for Kingsteignton School and a new caretaking staff member will join our small band of enthusiastic and pioneering colleagues ready to offer the very best to the children in our care.

Kingsteignton School is under the leadership of Dr. Penny Fitch as Principal and we expect pupil numbers to increase significantly for the next few years. The school will eventually increase to over 400 children in size but is likely to have around 90 children in January 2019.

The United Schools Federation is a group of five schools led by Mr. Martin Harding as Executive Headteacher. Kingsteignton School is currently working collaboratively with the USF and senior staff members are always on hand for advice and support. The USF has a small team of caretaking and cleaning support staff who will be in contact regularly and some training can be delivered within the local environment or nearby school.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

A DBS disclosure is required for this post.

STAFFING

We have a hard-working and friendly team of teachers and support staff all excited to start afresh in brand-new premises and welcome an increasing number of new colleagues.

TRUSTEES

Kingsteignton School is a FREE school governed by a Board of Trustees made up of members from the local community and business world, and a parent, currently led by Chair, Mrs Julie Stuchbury-Ullah.

HOURS

You will be expected to work flexibly 20 hours per week all year round.

Anticipated hours - 7-30 a.m. - 9-30 a.m. and 4-15 - 6-15 p.m. daily. (Hours will vary during school holidays and half term).

SALARY - GRADE C, POINT 12 - £8-90 per hour

You will be paid at the end of each month and be employed for 52 weeks of the year. Payment will be split equally over twelve months.

FURTHER INFORMATION

You may like to browse our school website for background information as it will give you a sound background to our busy schedules. Parents and friends regularly receive newsletters to keep them informed of events at the schools, including the large range of after school clubs.

TO APPLY

- The closing date for applications is 12 noon on the **30th November 2018**.
- Applications should be sent to Dr. P. Fitch, Kingsteignton School, c/o St. Michael's C. of E. Nursery & Primary School, Church Street, Kingsteignton, Newton Abbot, Devon, TQ12 3BQ
- Electronic applications may be emailed to info@kingsteigntonschool.org and will be acknowledged.
- Candidates will be informed by email or telephone, followed by a letter of confirmation if chosen for interview.
- If you have not heard that you have been invited to interview by 14th December then please assume that you have not been successful in your application for interview.

Good luck and we look forward to hearing from you.