



Enjoy, Believe, Achieve

The FERNCUMBE

C of E Primary School

Address:

The Ferncumbe C of E Primary School
The Green, Hatton, Warwick, CV35 7EX

Telephone: 01926 484318

Email: admin3210@welearn365.com

Website: www.ferncumbefamily.co.uk

Headteacher: Sally Morris

Role: School Caretaker with Cleaning Duties

Location: The Ferncumbe C of E Primary School,
The Green, Hatton, CV35 7EX

Salary: Band D Scale 4 - 5 (£25,185 - £25,583 pro rata)

Hours: 15 hours per week

Working weeks: 52 weeks

Days a week: 3 hours x 5 days a week

Closing date: 8th June

Anticipated start date: July or sooner if possible

Contract Type: Permanent

The Ferncumbe C of E Primary School is a part of the Arden Forest C of E MAT, a community of schools who strive to give all of our children the hope and aspiration to achieve their full personal and academic potential and to "Inspire Educational Excellence in Everyone". Please [click here](#) to find out more about our visions and values.

We are looking to appoint a motivated, enthusiastic and committed Caretaker. This is a vital role, integral to the smooth running and security of the school. We require an experienced and knowledgeable person with basic site maintenance skills and a knowledge of COSHH and H&S procedures and who will take care and pride in making our school a clean, safe and secure environment for all our children, staff and visitors.

You will be responsible for:

- Maintaining caretaking services to whole school buildings and ensuring a safe and secure environment.
- Undertaking minor or temporary maintenance and repairs.
- Able to unlock and open up the school site each day.
- Supervise and direct contractors to sites of repair and maintenance work.
- To clean specified areas and ensure the school premises are cleaned in accordance with the schools standards.
- Responsibility for others as this post has some impact on the well-being of individuals or groups (ie physical, mental, health and safety)
- Contributing to the school's statutory duty to safeguard and promote the welfare of children.





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Your qualities will include,

- Good organisational skills
- Able to plan and prioritise task and organise resources efficiently
- Ability to work constructively as part of a team
- Relates well to adults and children
- Displaying commitment to the protection and safeguarding of children and young people.

To apply, please read the attached job description and person spec and then complete the attached application form, including a supporting statement that outlines how you meet each of the criteria set out in the person specification. Please return the application form to Tamson via admin3210@welearn365.com by 10th April and 12pm. Visits are welcomed, to arrange a time slot please email the school on admin3210@welearn365.com

We are committed to being an inclusive employer. If you require any reasonable adjustments to the application or interview process, please contact us at HR3210@welearn365.com

The Ferncumbe C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If shortlisted we will take up references prior to interview and will complete an online check. Shortlisted candidates will also need to complete a Criminal Record Self Disclosure. The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please see <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>; and also <https://unlock.org.uk/advice/filtering-cautions-convictions/>.

As this role is exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be subject to an enhanced DBS check with a Barred List check. Our pre-employment process will also include Teacher Prohibition List checks, overseas checks (where applicable); proof of qualifications (as specified in the person specification); section 128 checks (for those in management roles); medical fitness checks; identity and right to work checks. Applicants for roles working with children under five years during the school day and under eight years for those working in wraparound care will also be subject to Childcare Disqualification checks.

It is an offence to apply for any paid role in a school if you are barred from engaging in regulated activity relevant to children.

Our Privacy Notice for applicants can be found attached.

