



Harting Church of England Primary School

Caretaker/Premises Officer

Part of the Weald and Downland Schools Federation

Job Details: Closing Date: Sunday 15th January 2023

Interviews: Monday 23rd January 2023

Start Date: Immediate

Contract/Hours: Part-time - Term time only + 6 weeks

Salary Type: NJC Support Staff

Salary Details: Grade 4/5 dependent on experience - £21,575 - £22,777 pro rata.

Hours of Work: 20 hours per week across 5 days.

Location of Role: Harting CE Primary School

Thank you for your interest in the role of Caretaker at Harting CE Primary School

Nestled in the heart of the South Downs, Harting Primary School is a truly special place where all children are nurtured through the school's key values to reach the very best outcomes.

At Harting we believe that every child must be enabled to realise their full potential and we pride ourselves on our inclusive nature, with a focus on developing the whole child. Through carefully planned provision, by a passionate and truly inspirational team of staff across our wonderful grounds, we support and challenge children in aiming high in all that they do.

Visits to the school are positively encouraged and can be arranged by contacting the school office.

Main purpose

We are looking for a Caretaker/Premises Officer who will carry out a full range of duties, providing high standards of cleanliness, general security and maintenance of the school premises. Duties to include cleaning, handyperson activities, grounds maintenance and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Headteacher and Business Manager.

Key Tasks:

- Security of premises and key holding
- Assist the school in effective running of the heating
- General handyperson duties
- Replenish supplies associated with role
- Maintenance of school grounds
- Liaison and control of external contractors

Application Procedure

Further information is available by email head@harting.w-sussex.sch.uk or by phoning the school office on 01730825388.

Harting Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.