



St James The Great Roman Catholic Primary and Nursery School

We are seeking to appoint an enthusiastic, experienced and committed School Caretaker
36 hours per week (Monday to Friday inclusive) Term Time only plus INSETS and up to 3
additional weeks - Exact start and finish times to be agreed

**Split shift working pattern and/or a job share would also be considered with hours and
working weeks to be negotiated and agreed prior to commencement of role**

Grade 6 - Scale Points 18 – 20 (£32,925 - £33,957 FTE) Actual £29,300 - £30,219

Starting as soon as possible but no later than Monday 7th October 2024

St James the Great serves a mixed and vibrant community where children, staff and families
strive to create a happy, supportive and aspirational environment, in which all are successful and
achieve.

Standards are high but staff are never complacent and strive for the best possible outcomes for
our pupils

The school is part of the Croydon Catholic Schools Umbrella Trust. Staff have a strong network
to support them and help develop or discover career opportunities. We operate an appraisal
system where you have a say in what you need to develop and time to do it.

All staff are encouraged to take advantage of a wide range of high quality professional learning
opportunities.

The School Caretaker will work closely with and support the School Business Manager to
deliver a first class service in all aspects of security, maintenance, refurbishment and
cleanliness of the school and grounds for all stakeholders.

Key to your success will be:

- An understanding and knowledge of Health and Safety principles and requirements within a school setting including COSHE
- Full working knowledge of relevant policies, procedures and codes of practice with an awareness of relevant legislation
- Ability to relate well to children and adults
- Excellent DIY skills with the ability to carry out day to day repairs and maintenance of the school buildings and grounds
- Excellent initiative and able to demonstrate the ability to manage own time effectively and establish priorities within workload.
- The ability to problem solve quickly and effectively and display a conscientious and logical approach to resolve situations that arise with stakeholders to ensure smooth running of the school

- Ability to perform physical tasks required by the post which will include lifting, carrying and using various equipment
- Ability to carry out administrative tasks as required including stock taking
- Ability to drive the school minibus
- The ability to communicate clearly with all stakeholders verbally and in writing
- Able to support and actively promote the Catholic ethos of the school.

St James the Great is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.

In line with the statutory guidance document Keeping Children Safe in Education (2023), the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

We follow safer recruitment processes and will seek references for all shortlisted candidates prior to interview wherever possible

Further details, application form and additional recruitment forms are available from the school website at <http://www.stjamesthegreat.org/job-vacancies>

Visits are warmly welcomed and encouraged. Please E Mail Finance@stjamesthegreat.org to arrange an appointment. If you are keen to develop professionally in an exciting, caring and supportive environment, our school is the place for you.

For an informal and confidential discussion, please contact Mark Humphreys, School Business Manager on 020 8771 3424 xtn. 1300

Closing date: Midday Tuesday 27th August 2024

Interviews: Week commencing 2nd September 2024

WE RESERVE THE RIGHT TO CLOSE THE ADVERT EARLY AND BRING THE INTERVIEW DATE FORWARD/PUSH BACK.

CV's are not accepted.

Applications will only be considered with a completed application form.

E Mail your completed application form and a personal statement to:

Finance@stjamesthegreat.org or return the completed documents marked Private and Confidential for the attention of the School Business Manager