

# St. Augustine's Catholic Primary School

Head of School: Rachel Swindell

Assistant Head: Amy Casey

Chair of Governors: Joseph Zammit



*We try to follow Jesus by loving each other and caring for God's world.*

## Job Vacancy: Caretaker

Required from 1st September 2021

**Organisation:** St. Augustine's Catholic Primary School  
**Place of work:** Old Costessey, Norwich  
**Salary details:** Point 3, £18562 to 18933 Pro Rata  
**Job term:** 20 hours per week, 42 weeks per year  
**Appointment:** Permanent  
**Closing Date:** Friday 18<sup>th</sup> June 2021 at 12pm  
**Interview Date:** Week beginning 28<sup>th</sup> June 2021

The children, staff and governors of St. Augustine's Catholic Primary School and Nursery are looking for a practical and well-motivated person for the post of Caretaker to join our team of committed staff. We are very proud of our historic building so we especially want someone who will really care for our school, ensuring it looks its best, is safe and exemplifies the high expectations we have of our children.

The role will include a wide range of responsibilities and duties connected with the fabric of the building, health and safety, grounds and facilities maintenance and security.

You will need to:

- be a hands on individual who can develop and implement systems/procedures as well as maintain current ones
- be sympathetic to environmental concerns regarding the school and grounds
- be able to prepare and implement risk assessments and any recommendations
- contribute to projects and maintenance schedules
- be practical, with good DIY skills.

We can offer:

- a rapidly changing school with happy, polite children
- good professional development opportunities
- a caring, committed and inclusive ethos
- a committed friendly, supportive staff team.

You are warmly invited to visit the school or telephone the Head Teacher, who will be pleased to discuss the post in more detail. Please be aware that at this time, during the coronavirus pandemic, visits can only occur after school hours.

Please contact the school for an application form and job profile. Completed application forms should be emailed to the office.

**Closing Date:** Friday 18<sup>th</sup> June 2021  
**Interview Date:** TBA – Week beginning 28<sup>th</sup> June 2021

If you have not received an invitation to interview by Friday 25<sup>th</sup> June 2021 you should assume that your application for the post has not been successful.

*St Augustine's Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS with a barred list check will be required for the successful candidate as well as reference and pre-employment checks in line with the school's Safeguarding Children Policy.*

**St. Augustine's Catholic Primary School, West End, Costessey, Norwich. NR8 5AG**

Tel: 01603 – 743317

Fax: 01603 - 743833

Email: [office@st-augustines.norfolk.sch.uk](mailto:office@st-augustines.norfolk.sch.uk)

Website: [www.st-augustines.norfolk.sch.uk](http://www.st-augustines.norfolk.sch.uk)



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