

North Tyneside Council Children Young People and Learning

Post To Be Advertised

Reference number:

Please type advert wording as you wish it to appear

School	St Thomas More R C Academy
School address (please ensure that the school's full address and post code are shown)	Lynn Road, North Shields, Tyne and Wear. NE29 8LF
School telephone number	0191 2588360
School e-mail address	lmcardle@stmschool.org.uk
Post title	Assistant Caretaker
Permanent / Temporary (if temporary, until when)	Permanent
Hours per week	37 hours minimum
Salary scale/grade	APT & C Scale: Grade 4 (£16,491 - £17,419 pa)
Please indicate if the post is on a equated basis (term time only) or non equated basis (works school holidays)	Minimum 23 days paid holiday entitlement plus bank holidays. Minimum 37 hours per week worked over 5 days across a split shift rota during term time which will be initially: 0700 to 1100 and 1445 to 1815 Mon to Thurs; 0700 to 1100; 1445 to 1745 on Friday. The post holder will be required to work flexibly, meaning they would work a different working pattern during school holiday periods (e.g. 0800 to 1600 Mon-Fri) and they would be required to work overtime e.g. to help facilitate contractor weekend working when necessary or to attend emergency/alarm call outs.
Date on which appointment is to commence if known	As soon as possible

We wish to appoint an enthusiastic, reliable and flexible person with good basic DIY skills to help with the effective operation of site services such as opening and closing, portorage, grounds maintenance, minor building repairs and maintenance.

Duties will include:

- Locking and unlocking the school and carrying out security checks on the building – which includes attending school for emergencies out of hours as required.
- Carrying out minor repairs, general maintenance and decorating competently
- Portage of deliveries and furniture as required around school
- Liaising effectively with staff, emergency services, cleaners and other contractors on site.
- Carrying out and recording checks to help maintain Health and Safety standards and records

This role will at least initially be based at St Aidan's RC Primary school, Wallsend NE28 0EP (with support from the caretaking team at St Thomas More RC Academy). Please note, as part of this role, you may be required to provide support to other Catholic schools within North Tyneside as required. The postholder must at all times take a pride in the school site and their own general appearance. Previous experience would be beneficial but training will be provided.

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St Thomas More is committed to the safety and protection of its students. The successful applicant will be required to undergo an Enhanced Disclosure check via the Disclosure and Barring Service together with other relevant employment checks deemed appropriate.

Please complete on separate sheet if necessary

**Application forms/further details available from/return to:
(any special instruction e.g. send S.A.E.)**

Mrs L McArdle

Publication(s)*

Insertion Date(s)

Teamwork (adverts received by Friday noon will appear the following Monday)

ASAP

Adverts for the T.E.S, please indicate which section e.g. Secondary English**

**Any special instructions
(e.g. school logo, border etc.)**

N/A

Closing date and time (if no time is indicated we will assume 11.59pm)

Friday, 23 June at the end of the school day

*Unless specified online adverts will appear in conjunction with the Teamwork advert

**For TES adverts please state the web package you require (Bronze/Silver/Gold) and also please provide a layout of the advert as you wish it to appear.