

## North Tyneside Council Children Young People and Learning

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| <b>School</b>  | <b>St Thomas More R C Academy</b>   |
| <b>School address (please ensure that the school's full address and post code are shown)</b>   | Lynn Road, North Shields, Tyne and Wear.<br>NE29 8LF  |
| <b>School telephone number</b>   | 0191 2588360  |
| <b>School e-mail address</b>   | <a href="mailto:cmarshall@stmacademy.org.uk">cmarshall@stmacademy.org.uk</a>  |
| <b>Post title</b>  | Part Time Assistant Caretaker   |
| <b>Permanent / Temporary (if temporary, until when)</b>  | Permanent, Part time (193 day a year contract – term time working)  |
| <b>Hours per week</b>  | 25 hours minimum  |
| <b>Salary scale/grade</b>  | APT & C Scale: Grade 4 SCP 5 & 6 (£15,771 - £16,087 pa pro rata)  |
| <b>Please indicate if the post is on a equated basis (term time only) or non equated basis (works school holidays)</b>   | The working pattern is:<br>Monday-Friday 6.45am to 10.15am, plus a minimum of 7.5hrs per week delivered after 5pm Monday – Friday to help facilitate lettings, evening meetings, contractor working.<br>Minimum 23 days paid holiday entitlement plus bank holidays built into monthly contractual payment. |
| <b>Date on which appointment is to commence if known</b>   | As soon as possible   |
| <p>We wish to appoint an enthusiastic, reliable and flexible person with good DIY skills to help with the effective operation of site services such as opening and closing, portorage of deliveries, grounds maintenance, minor building repairs and maintenance.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> <li>• Locking and unlocking the school and carrying out security checks on the building – which includes attending school for emergencies out of hours as required.</li> <li>• Carrying out minor repairs, general maintenance and decorating competently</li> <li>• Portage of deliveries and furniture as required around school</li> <li>• Liaising effectively with staff, emergency services, cleaners and other contractors on site.</li> <li>• Carrying out and recording checks to help maintain Health and Safety standards and records</li> </ul> <p>This role will be based at St Thomas More RC Academy, North Shields, NE29 8LF, however you may be required to provide support to other Catholic schools within North Tyneside periodically. 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.</p> <p><b>Person specification, job description and application forms and further details are available in the support documents or on the school website: <a href="http://www.stmacademy.org.uk">www.stmacademy.org.uk</a>. Please return completed applications to <a href="mailto:cmarshall@stmacademy.org.uk">cmarshall@stmacademy.org.uk</a>.</b></p> <p><i>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.</i></p> |   |
| <b>Closing date and time</b>   | <b>4pm on Monday 30<sup>th</sup> September 2019</b>   |