



Brooke Priory School

Brooke Priory is Rutland's Independent IAPS Co-educational Preparatory School for children from 2 to 11 years

Station Approach
Oakham
Rutland
LE15 6QW

School Caretaker

Required for April 2019

Brooke Priory School is located in the market town of Oakham in the beautiful Rutland countryside. It is a thriving and happy school based on traditional and family values. It is a purpose built school and it enjoys outstanding facilities and it will celebrate its 30th Anniversary this summer.

We are looking to appoint a reliable and efficient School Caretaker:-

Hours: 10 hours per week—2 hours daily, hours to be agreed

Responsible to: Headmaster

Contract: Permanent (subject to probationary period), 34 weeks per year, plus 4 weeks during school holidays. Holiday hours to be worked flexibly by agreement.

Salary: £9.00 per hour + holiday pay.

To conduct basic repairs/maintenance tasks around the site, to include, but not limited to:

- Changing lightbulbs/batteries, maintaining furniture (staining/varnishing), fixing shelves/pictures etc. to walls.

To maintain the gardens and grounds of the School, to include but not limited to:

- Weeding, clearing leaves, spreading salt/grit in winter, watering plants, removing surplus rubbish from the site, emptying external waste bins.

To conduct Health & Safety tests on a weekly/monthly basis, including:

- Fire alarm testing, emergency lighting function tests, water temperature testing, and reporting any faults/discrepancies as appropriate.

The post holder should be able to work flexibly and adapt to change at short notice and be able to work both independently and as part of a team.

Application packs are available from the Headmaster's PA please telephone 01572 724778 or email communications@brooke.rutland.sch.uk

A letter of application together with the completed forms should be received by the Headmaster's PA:

Closing date for applications: Friday 15th March 2019 (midday)

Interview date: w/c 18th March 2019

Brooke Priory School is committed to safeguarding and promoting the welfare of children and expects all who work at the school to share this commitment. All successful applicants will be required to undertake an enhanced DBS and Barring Service check.