

**Job Advert**

Ref No:2021/03

Caretaker Post

Required for December 2021

Andover Way

Middlesbrough

TS89HL

**Tel:** 01642 591053

**Email:** [office@viewleyhill.org.uk](mailto:office@viewleyhill.org.uk)

[www.viewleyhillacademy.co.uk](http://www.viewleyhillacademy.co.uk)

**Head Teacher:** Mrs K Barkley

**Viewley Hill Academy**

**Caretaker**

**Grade:**

NJC Point 7, rising to point 8 after probationary period

**Salary**

£18734.43

**Hours and Working Pattern**

34 1/2 hours per week

Split Shifts: Monday – Thursday 7.15am – 10.15am

2.00pm – 6pm

Friday 7.15 am – 10.15am

2.00pm – 5.30pm

Viewley Hill Academy is looking to appoint an enthusiastic, conscientious and self-motivated person who would like to provide a key role in maintaining our school site, to ensure a welcoming, purposeful and safe environment for the whole school community.

We are looking for a practical and well-motivated person for the post of Caretaker to join our team of passionate and committed staff. We are very proud of our 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.

**We are looking for a caretaker who:**

* Has excellent interpersonal skills, dedication and commitment to the safeguarding and health and safety of our pupils, staff, buildings and the whole community.
* Be sympathetic to environmental concerns regarding the school and grounds
* Be a hands-on individual who can develop and implement systems/procedures as well as maintain current ones.
* Will be involved, and be part of the whole school community

**We can offer you**:

* Welcoming, friendly, dedicated and supportive staff
* A committed and forward-thinking team that put the children at the centre of school improvement
* An excellent learning environment and a strong community ethos
* A leadership team who are committed to professional development

**Visits:**

Visits to Viewley Hill are welcomed and can be arranged through the school office on 01642 591053 or via office@viewleyhill.org.uk

**Disclosure:**

Viewley Hill Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  This post is subject to DBS Clearance.

**Application Process:**

Application forms are available from, and should be returned to, the academy. This can be by email, post or hand delivered. Applications should be accompanied by a covering letter and addressed to the head teacher. Please telephone the office or email [office@viewleyhill.org.uk](mailto:office@viewleyhill.org.uk) for any further detail.

Alternatively, forms can be downloaded from our website. [www.viewleyhillacademy.co.uk](http://www.viewleyhillacademy.co.uk)

**Application Timeline:**

Closing Date: Thursday 21st October 2021 @ 5pm

Shortlisting: Friday 22nd October 2021

Interviews: Tuesday 2nd November 2021