



**Role: Caretaker – Permanent Position**

Grade 5, £23,500 - £24,294 FTE per annum (£18,118 - £18731 actual per annum)  
32.5 hours per week  
6.5 hours per day on a split shift basis, 7.30am - 10.30 am, 2.30pm - 6pm, Mon-Fri  
Term time plus 2 weeks to be worked during school holidays, 5.6 weeks paid holiday  
Start Date: 26<sup>th</sup> February 2024, or sooner if available

Langford Village Community Primary School is a vibrant and popular community primary school near the centre of Bicester. We currently have a vacancy for the position of Caretaker to work in our thriving, friendly and inclusive school.

We need a reliable, organised, flexible and efficient person to join our team. This role is hugely valued by the whole school community, and you would work closely with the school leadership to help decide on priorities and projects both small and large.

As Caretaker you will report to the Site Manager and will be responsible for the following:

- Lock/unlock school buildings and areas along with regular security checks
- Monitor fire safety equipment
- Undertake appropriate repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Refill and replace consumables e.g. soap & towels
- To be aware of Health and Safety issues around the school grounds
- Be responsible for maintaining records, information and data on compliance
- Ensuring that satisfactory levels of cleanliness and hygiene are maintained throughout the site, overseeing the standards of cleaning undertaken by contract cleaners
- Championing health and safety around the school
- Participate in training and other learning activities and performance development as required

You will be:

- Good at DIY and sets high standards of cleanliness and operational effectiveness
- Able to notice small details and take action where appropriate
- Can ensure all aspects of work comply with health and safety requirements
- A good communicator and effective record keeper (both online and paper based)
- Able to manage own time
- Energetic, practical and physically able to undertake some strenuous work at times
- Committed to keeping children and staff safe
- Committed to own professional development and to the development of our school

Working hours will be as follows; 32.5 hours per week (6.5 hours per day, Mon-Fri), split shift 7.30-10.30 am and 2.30 - 6pm. This is a part time, term time plus 2 weeks during school holidays, permanent position, paid at Green Book Grade 5. There may be the occasional requirement for weekend work and / or additional holiday work which will be arranged in advance and paid as overtime..

Application forms and a full job description can be found on our website. Applications must be made using the official OCC application form and sent FAO Sam Scott at office.2608@langford-village.oxon.sch.uk

**Closing Date for applications: Thursday 1<sup>st</sup> February, 12 noon**

Interviews will be arranged directly with candidates and are planned for w/c 5<sup>th</sup> February

School visits are welcome and will be offered by appointment only. For further information or to arrange a visit please contact the school office on 01869 369021.

*Langford Village Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.*