**Netherthorpe Primary School is looking for a permanent Assistant Caretaker/Cleaner in charge**

**Monday – Friday 22.5hrs for 52 weeks per year. 1.20pm-6.00pm (unless covering for caretaker)**

**Grade 3 £23,500.00 - £23,893.00 – pro rata**

We are looking to appoint an enthusiastic, well organised person who can work alone and as part of a team. To provide a comprehensive support service including key holding, security and janitorial duties and assist in the general maintenance and cleaning of the school. To be responsible for the facilities in the absence of the caretaker.

Netherthorpe Primary is a vibrant and inclusive one-form-entry school close to the heart of the city.

One of our strengths at Netherthorpe is the diversity of the community we serve. Our children love coming to school and share a passion for learning. The majority speak an additional language – at any one time there are approximately 20 different languages spoken across school. This creates rich and exciting learning opportunities for the whole school community.

The successful candidate will need to:

* Carry out cleaning procedures as required
* Be willing to undertake on the job training
* Have literacy skills to complete forms and orders, write instructions, understand and follow H & S and COSHH instructions
* Have numeracy skills to check goods, carry out stock control, undertake calculations
* Be able to carry out procedures, routines and follow instructions
* Be able to operate cleaning equipment, machinery and tools and undertake basic maintenance
* Understand and be familiar with the layout and organisation of the school and its site.
* Be able to supervise and train cleaning staff in the absence of the caretaker
* Solve straightforward problems and respond to unforeseen circumstances (eg hazards)
* Provide emergency access in the event of snow or minor flooding or similar emergency situations
* Ensure playing areas and paths are free from litter
* Move equipment, resources, furniture as required

Typical Tasks will include:

* Routine and non-routine opening and closing and security of premises and grounds. · Assist in carrying out security procedures for the school buildings and grounds.
* Cleaning · Checking work is of standard required · Carry out cleaning of own designated area to the required standard ·
* Safety · Checking safety of site and ensuring the removal and safe disposal of hazards
* Maintenance · Responsible for maintenance and repair of basic tools and equipment · Carry out minor or temporary maintenance and repairs of building · Report items, repairs, maintenance work that is required and is beyond the competence of the caretaking staff · Report damage as appropriate Boiler room maintenance · Direct contractors to sites of repair and maintenance work Ensure drains and gullies are inspected to ensure they are free flowing and clean, dealing with blockages as necessary · Ensure that caretaking and cleaning equipment is in a safe and working condition
* Stock: Receive delivery of stock, materials etc, ensuring appropriate storage.

Closing date 22/06/2025 11.59pm

Interviews week commencing 1st July 2025

For an informal and confidential conversation about the role, please contact Sarah Skelton, School Business Manager 0114 2726834 or via email at recruitment@netherthorpe.sheffield.sch.uk

You are encouraged to look round the school.

Please return your completed application form to the Schools Business Manager Sarah Skelton by email recruitment@netherthorpe.sheffield.sch.uk or by post to Netherthorpe Primary School, Netherthorpe Street, Sheffield, S3 7JA

***We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.***

***We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.  Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.***

***We will do an online search of shortlisted candidate***