Job details

**Caretaker – Halfway Nursery Infant School (Option for Residential)**

**Salary**

Grade 3, £23500 - £23838

**Contractual hours**

37

**Basis**

Full Time

**Package**

Permanent, 52 weeks per year

**Start date:** as soon as possible

The Governors of Halfway Nursery Infant School are seeking to appoint an enthusiastic, highly motivated and dedicated Caretaker, to start as soon as possible, who will support the existing Premises team in the smooth running of the school.

We are looking for a proactive and flexible member of staff who will contribute to the day to day security, safety, cleanliness and general maintenance of our school.

The Caretaker duties will include security of the premises, lighting, heating, cleaning, maintenance of the plant, porterage and handy person duties

They will provide an efficient support service to colleagues and people using the school premises for club, community or other purposes

The successful applicant will

* Have a range of practical DIY skills and show attention to detail
* Have problem solving skills
* Have a good awareness of Health and Safety, security and hygiene issues
* Ensure high standards of compliance are maintained
* Be organised, able to meet deadlines and prioritise tasks
* Be self-directed whilst able to follow instructions
* Be reliable and trustworthy
* Act as the designated keyholder providing out of hours and emergency response to alarms
* Be able to work effectively as part of a wider team, including the premises team at our link school, Halfway Junior School

Both applications from experienced and new caretakers are warmly welcomed. Training for a less experienced candidate can be provided through the close relationships we have with Halfway Junior School.

If you would like further information about the roll, including the residential option and the associated property, or would like to look around the school, please contact Mark Cowen, Site Manager – [mcowen@shortbrook.sheffield.sch.uk](mailto:mcowen@shortbrook.sheffield.sch.uk) or the school office: [enquiries@halfway-inf.sheffield.sch.uk](mailto:enquiries@halfway-inf.sheffield.sch.uk) or 0114 2482360.

**Closing date** – midday 26th September 2024

**Interviews:** W/C 30th September 2024