

**The MILL Academy
School Caretaker
Permanent – Full Time 37 hours per week
Grade 6 - £24,702 – £26,421 per annum (Pay award pending)**

We are seeking to appoint a Caretaker to work as part of the Trust's Facilities Team to provide a professional, comprehensive estates, facilities and health and safety service across all Schools in the MILL Academy Trust. The MILL Academy family of schools includes Queen Emma's Primary School, Finstock Church of England Primary School and The Henry Box School.

This post will be based at The Henry Box School primarily and is a full time, year- round role. The successful candidate will also be required to work at the primary schools as required to work with the rest of the team to complete larger tasks and projects, for training and to provide cover in the event of absences.

Our caretakers are responsible for maintenance, security and facilities management on school premises, locking/unlocking school buildings and grounds at the start and/or end of the day, operating and monitoring heating plant, electrical and lighting systems, and carrying out minor improvement works.

On a 3-week rotation basis, the caretakers are required to provide 24/7 emergency call out cover in case of alarm activations, fire or intruders and also on a 3-weekly basis, caretakers work on a Saturday to support the community lettings of the buildings. Overtime at the appropriate rate will be paid for any weekend work, out of hours work or emergency call outs.

What type of candidate are we looking for?

- Experience of carrying out repair and maintenance work
- Experience of having key holding responsibilities
- Experience of caretaking (in a school environment would be desirable but not essential)
- Holds a full clean driving licence
- Able to demonstrate a good working understanding of health and safety principles
- Able to organise and prioritise to meet deadlines
- Knowledge of the correct procedures for moving and handling goods
- Ability to relate well to children, young people and adults
- Physically fit and capable of manual handling tasks

We can offer you:

- A competitive salary with annual nationally agreed pay awards
- Entry to employer contributory Local Government Pension scheme
- 24 days of leave plus 8 bank holidays
- On-site parking
- Reimbursement of any mileage costs for travel between school sites
- Appropriate PPE such as safety boots and waterproof jackets, and branded uniform items

Church Green, Witney, Oxfordshire OX28 4AX

Tel 01993 703955 Email office.4050@henrybox.oxon.sch.uk www.henrybox.oxon.sch.uk

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The MILL Academy is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance and other relevant pre-employment checks.

As our commitment to professional development is second to none, the successful candidate can be assured of receiving outstanding support in order to further develop their career.

Further details about the Trust, the job and an application form are available on the Trust website www.millacademy.co.uk or contact our HR Department on 01993 848166 or email jobs@millacademy.co.uk.

Applications must be submitted on The Mill Academy Support Staff application form or the online form. All applications should be accompanied by a letter of application of no more than 2 sides of A4 detailing why you are applying for the job and the skills and experience that you can bring to the role.

Closing date: 9am Monday 14th October 2024

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