



**The Roman Catholic Diocese of Hexham and Newcastle
In partnership with Bishop Wilkinson Catholic Education Trust**

**CARETAKER – ST JOSEPH'S CATHOLIC MIDDLE SCHOOL
£20,092 pa, Band 4
37 Hours per week, Full Time, Fixed Term 1 Year**

**St Joseph's Catholic Middle School, Highford Lane, Hexham, NE46 2DD.
Headteacher: Mr Paul Naughton
Tel: 01434 605124
Website: www.hexhamstjosephs.uk
Email: admin@hexhamstjosephs.uk
Number on Roll: 298**

Required from 1st June 2021

We wish to appoint a flexible, enthusiastic and reliable Caretaker, to provide a key role in maintaining our school site, to ensure a welcoming and safe environment for the whole school community. Good communication, interpersonal and DIY skills are essential. This post is fixed term for one year, 52/52 weeks of the year, offered as a full time 37 hours per week. Flexibility would be required on shift patterns, however the usual times would be between the hours of 7.00 – 9.30, 11.30 – 1.30, 2.45 – 6.00 (term time) and 7.00 – 3.00 (holidays).

You will be responsible for the security of the premises, general maintenance work and repairs, health and safety issues relating to the building, cleaning and portering duties. It is essential that you are capable of regular bending, lifting and carrying of equipment, materials and furniture, and able to work at height using ladders.

There will need to be a degree of flexibility around certain key events in the school calendar, such as parents evenings, governing body meetings, community lettings etc. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

St Joseph's Catholic Middle School is part of Bishop Wilkinson Catholic Education Trust, a family of 5 secondary schools and 21 primary schools from across Gateshead, Sunderland, Durham and Northumberland, in the west of the Diocese. The Trust will expand to 30 schools by the end of 2021 and reach a total of 48 schools by 2022.

How to apply

Application forms and further details are available from our website and should be returned to Alison Mellor, Senior Admin Manager, alison.mellor@hexhamstjosephs.uk. Please note that restrictions on visiting our school are still in force due to COVID-19.

Closing date: Friday 7th May 2021

Shortlisting: Monday 10th May 2021

Interviews to be held: 12th May 2021

Only applications received on the CES application form will be considered for shortlisting.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form. For further information on the data we collect and the reasons for this, please refer to the 'Notes for Applicants' document.

Equality Monitoring

Applicants are not required to complete the Equal Opportunities Monitoring Form, however, if they do, they will be helping the school to fulfil its obligations under the Equality Act 2010.

The Equal Opportunities Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Equal Opportunities Monitoring Form.

Emailed applications are acceptable

Due to the ongoing COVID-19 outbreak, the interviews for this position may be remote, therefore if you are able, we would encourage candidates to hand sign any documents which require signature and then email the scanned version to the school. Original documents should be signed as soon as circumstances allow.