**We require a permanent Assistant Caretaker**

**To start as soon as possible**

**Band 4 NJC 03 – Actual Salary £18,562**

**37 hours per week, all year round**

A new and exciting opportunity has arisen for an experienced **Assistant Caretaker** to join Horton Grange Primary School, which is part of the Exceed Academies Trust and based in Bradford.

The Assistant Caretakerplays a key role at the school. You will be working closely with the Site Manager and Headteacher to not only manage the security of the building but to take a pro-active role in the maintenance and management of our whole school site.

You will work with the Chief Estates Officer for the Trust to ensure that the school complies with all requirements of Health and Safety and risk management. You will liaise with contractors and external agencies to ensure our school site is clean, safe and provides pupils and staff with a great place to learn and work.

The successful candidate will:

* Undertake a variety of duties relating to maintenance of the buildings and grounds
* Be responsible for, and promote, the health and safety of all staff, pupils and visitors
* Have a flexible approach and the ability to use their initiative
* Possess excellent communication skills
* Have a strong work ethic
* Be educated to GCSE level grade C or above.
* Have 2 years’ experience in a Caretaker role

We can offer:

* A dedicated and experienced staff team, supported by governors and parents
* An opportunity to make a significant contribution to our ongoing improvements
* An opportunity to further professional development
* Access to excellent training and guidance

**Recruitment process**

Exceed Academies Trust believes in equal opportunities for all staff. As part of that commitment, all vacancies will be advertised and filled through a transparent recruitment and selection process.

Candidates should complete a full application form by the closing date in order for their application to be considered. CVs will not be accepted. A recruitment pack can be downloaded from the information section of our school website at [www.hortongrangeacademy.co.uk](http://www.hortongrangeacademy.co.uk).

**Closing date**: 09.04.21

**Interviews**: 20.04.21

Please submit applications to [louisebean@hortongrangeacademy.co.uk](mailto:louisebean@hortongrangeacademy.co.uk)

For an informal discussion regarding this opportunity, please contact Louise Bean, Office Manager on 01274 573287 or [louisebean@hortongrangeacademy.co.uk](mailto:louisebean@hortongrangeacademy.co.uk)

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.