ST BERNARD’S HIGH SCHOOL

A Catholic Academy

**CARETAKER**

**Full-time - 37 hours per week, 52 weeks a year (including additional hours at the weekend when required)**

**Scale 7-12 (£25,584 - £27,711)**

**September 2023 Start**

**Calling all Caretakers – we are looking to recruit a Caretaker to join our friendly Premises Team!**

The role will be challenging at times so you will need to be a team player, pro-active, organised, reliable, adaptable and have a ‘can do’ attitude to deal with issues that arise. You will support the school to effectively maintain a safe, clean, secure, well-functioning and pleasant learning environment for students, staff and visitors.

As part of the Premises team, you will take responsibility for the maintenance and security of the site, ensuring a safe environment, be responsible for site security and Health & Safety maintenance. The ideal candidate will be able to carry out duties such as system checks, DIY repairs (including maintenance and decorating), gritting during adverse weather conditions, deliver goods to relevant departments, set up rooms for events.

The successful candidate must have a proven track record in a maintenance role ideally working within a school or similar environment.

St Bernard's High School is a Catholic girl’s school from Years 7-11 with a

co-educational mixed Sixth Form. Our school is ranked one of the top schools in Southend, and we are in the top 20% of schools across the country for our progress with students and our outcomes. It is a warm and welcoming school where our Catholic values underpin our day to day life.

All new staff are supported within the positive ethos of this happy and high performing school, and to this end all staff complete an applicable induction training programme. The community at St Bernard’s welcome applications from those of all faiths or none.

**Please complete a support staff application form which can be found on our website under School Information/Vacancies, and email it to** **recruitment@stbernards.southend.sch.uk****.**

**Please note that CVs will not be accepted. Please contact the HR department for further information on** **recruitment@stbernards.southend.sch.uk**

**Closing Date: 30 June 2025, 9.00am**

**Interviews: w/c 30 June 2025**

***We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.***

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*