



## Caretaker – St Nicholas School

### Are you ready for your next step in special education?

<b>Job Title:</b>	Caretaker
<b>Position type:</b>	Full Time Permanent
<b>Hours / Weeks:</b>	36 hours per week 52 weeks a year
<b>Salary:</b>	Grade 6 scsp 18 to 20 Salary FTE £34,416 to £35,448
<b>Site Visit:</b>	Wednesday 14 <sup>th</sup> May 2025 1.30pm
<b>Closing date:</b>	Wednesday 21 <sup>st</sup> May 2025 at 9am
<b>Shortlisting:</b>	Thursday 22 <sup>nd</sup> May 2025
<b>Interview date:</b>	Monday 9 <sup>th</sup> June 2025
<b>Start:</b>	<b>ASAP</b> or Monday 1 <sup>st</sup> September 2025

St Nicholas School is a good community Special school for 265 pupils aged 4-11 with MLD, ASD, Speech and Language Needs, Downs Syndrome and Complex Needs.

We provide a bespoke education for pupils using 'state of the art' facilities that enable us to offer our pupils the full range of EYFS and National Curriculum as well as a broad and balanced curriculum matched to their individual needs. Our pupils are supported in small class sizes, by well qualified and experienced staff, to help them realise their full potential.

The post holder is required to carry out the duties of a Caretaker under the direction of the Site Manager / Office Manager / SBL / SLT.

You would have responsibility to ensure that the school is a clean, safe and well-maintained environment. You would have responsibility to ensure that the school is opened / lock, either in person or via other Premises staff. Attend with alarm call-outs as necessary.

Previous experience of caretaking is essential. Candidates should be able to demonstrate that they have experience either in a personal or professional capacity in the areas outlined in the personal specification and job description. Training will be given where necessary and there is the possibility of completing an Apprenticeship after completion of the probation period.

You must be reliable, organised, caring, hardworking, a team player, but capable of working on your initiative? Have good ICT Skills. Do you want to play an essential part in the life of the school? Develop additional skills including line management, contract management.

### **Safeguarding Statement**

St Nicholas School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities and inclusive employer and we welcome applications from all people representative of our community.

This post is exempt from Rehabilitation of Offenders Act 1974 (as amended 2013 & 2020). Applicants must disclose details of any 'protected' criminal convictions, cautions or bind-overs.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service>

Unlock – <http://hub.unlock.org.uk>

**The school will request references in advance once shortlisting has taken place and will undertake online checks (including social media and DfE) for all shortlisted candidates.**

Shortlisted candidates will be emailed a Self-Declaration form which **MUST** be returned at least 2 days before the interview takes place, failure to do so can result in the offer of interview being rescinded.

Applicants should be aware that their current or most recent employer will be approached as a referee. **Please ensure that you provide an email address and telephone number of each referee on the school's application form.**

The successful candidate will be subject to an enhanced DBS check, a barred list check, medical clearance and satisfactory references. The role is subject to a probationary period.

### **GDPR statement**

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DfE. For further information on who we share data with please see our website for our Data Protection Policy and Privacy Notices: [www.st-nicholas.croydon.sch.uk](http://www.st-nicholas.croydon.sch.uk)

Applicants should apply by using the 2 documents attached to the advert only. **CVs will not be accepted.**

Please include a **supporting document**, referencing how you meet the person specification (no more than 2 A4 sheets) explaining why you feel you are able to do the job based on your skills and experience with your application form and return by the closing date to:

[smellor8.306@st-nicholas.school](mailto:smellor8.306@st-nicholas.school)