

The Trustees are looking to recruit to the post of

CARETAKER

Hawthorns School

Audenshaw

NJC Scale 3 (Points 5-6):

£21,575 - £21,968 per annum

36 hours 40 minutes per week / full year

Commencing as soon as possible

Hawthorns School is a successful and happy primary special school located in Audenshaw Tameside. All our pupils are primary age with an EHCP or statement, and have moderate learning difficulties and additional complex needs.

Hawthorns School is part of New Bridge Multi-Academy Trust, a cluster of special schools, supporting the learning, social and pastoral needs of over 700 young people aged between 4 and 19 years.

We are looking to appoint a Caretaker for our happy and vibrant SEN school. We are seeking a reliable, motivated and enthusiastic person who can work on their own initiative. The successful applicant will report to the Premises Manager to maintain the school premises, school security and have knowledge of health and safety regulations. Please note that you must be confident in performing basic maintenance tasks for this role.

Hawthorns is currently based at the main site in Audenshaw, with satellite provisions at schools in Hattersley and Stalybridge. It is the expectation that the successful candidate will make visits to the satellite provisions as and when required. There may occasionally be the requirement for later lock ups or additional hours. These will be paid as overtime or, where agreed, taken as time in lieu. You will also be a designated key holder of the school in this role.

In 2025, the school will be primarily based at a new site in Hattersley. At this point, your working pattern may change to a split shift. Initially, the working hours for this role will be a total of 36 hours 40 minutes per week, working 10 am until 6 pm with a 40-minute break.

We require a caretaker who:

- Has an understanding of the role of caretaking
- Has cleaning and handyperson/DIY skills
- Has good communication skills and reasonable IT skills
- Is an effective team member who works and communicates well with other staff
- Is motivated, has a positive attitude and enjoys a challenge
- Has the ability to work on one's own initiative and to have a good-humored enthusiastic approach to the role
- Have a good working knowledge of health & safety procedures
- Willing to be a part of the school community
- Has a full driving license



C r e a t i n g M e a n i n g f u l F u t u r e s

In return we can offer:

- The opportunity to join a highly motivated, innovative and energetic staff team, where you can contribute to the further development of facilities provision at our school
- The opportunity for further training and development
- A dedicated, supportive and friendly team of colleagues
- Motivated and happy pupils
- Supportive parents
- Support from a strong network of stakeholders and agencies
- A committed team of governors

Hawthorns School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check.

Salary: NJC Scale 3 (points 5-6) - £21,575 - £21,968 per annum

Contracted hours: 36 hours 40 hours per week, 10am – 6pm with a 40-minute break

Based: Initially at Audenshaw School site Manchester, M34 5RX with a view to relocate to the new school in 2025

Commencing: As soon as possible

Closing Date: Friday 9th June 2023 (9am)

Interviews: To be confirmed

Further info: Chris Headdock, School Business Manager:

christopher.headdock@newbridgegroup.org@newbridgegroup.org

Completed application forms to: recruitment@newbridgegroup.org