



WHITLEY BAY HIGH SCHOOL
13-18 Mixed Comprehensive; NOR 1598 (547 in Sixth Form)

Deneholm, Whitley Bay, Tyne and Wear, NE25 9AS
Headteacher: STEVE WILSON

Outstanding – OFSTED May 2013
A Specialist School for English, Maths and Science
National Teaching School

CARETAKER

Salary – Grade 6 £20,138 - £21,962 per annum (subject to national pay review)

Full time - 37 hours per week

We require an enthusiastic, flexible and hardworking Caretaker to oversee all tasks necessary to ensure our buildings are operationally effective, safe, secure and well maintained. You will have experience of facilities management in a large organisation and have a working knowledge of relevant policies and legislation including health and safety.

The successful candidate will:

- Act as the main point of contact for site maintenance and community letting requests.
- Lead by example, providing daily allocation of tasks and supervision of three Assistant Caretakers.
- Foster good working relationships with contractors.
- Ensure compliance with health and safety legislation.
- Carry out/commission minor repairs according to qualifications, knowledge and skills.
- Have proven administrative and management skills.
- Be able to use ICT systems and possess good literacy and numeracy skills.
- Act as a primary contact for out of hour emergencies.

You will be given the opportunity for development and training as required.

You will work 37 hours per week, Monday to Friday, 8am – 4pm/3.30pm on a Friday. On occasion, you may be required to amend this working pattern in the event of a school event, emergency or requirement for cover.

Please phone or email in order to obtain further information and application forms from the school.

Further information about the school is available on the website: www.whitleybayhighschool.org

Telephone: 0191 200 8800
Email: natalie.thorne@whitleybayhighschool.org

Closing date for applications is Friday 11th August at 12noon.

We are committed to safeguarding and promoting the welfare of children and expect all staff to respect this commitment. This post is subject to an enhanced DBS check.