



Post: Caretaker/Site Supervisor

Grade: 6 (point 8 -13)

Hours: 15 hours per week 7.15 – 8.15am and 4pm – 6pm Monday – Friday during term time. Hours during school holidays can be worked flexibly in agreement with Headteacher. This position is for 52 weeks per year with 33 days holiday (25 day plus 8 bank holidays to be taken during school holidays).

Salary: £24702 - £26873 pro rata. £12.80 - £13.93 per hour. (Actual Salary £10014 - £10894)

Starting date: August 2024

Bampton CE Primary School are looking to appoint enthusiastic, proactive and motivated Site Supervisor to join our dedicated and passionate team. The successful candidate will be expected to:

- Maintain safe, secure and clean school premises, which includes buildings and grounds.
- Carry out handyperson activities, routine maintenance, refurbishment, minor repairs, and portage.
- Promote health and safety around the school.
- Undertake COSHH and other relevant training including Safeguarding Children.

The post holder key responsibilities will be:

- Maintaining the general school premises, furniture and fittings.
- Maintaining the security of the school premises as a main key holder and lock and unlock the premises as required.
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off.
- Carry out regular checks of locks, fire safety appliances, and perimeter fencing and ensure any necessary repairs are actioned.
- Provide safe access to the school in cold weather conditions.
- Carry out first line repairs, maintenance and DIY which are not beyond the competence of the employee.
- Carry out portage duties, such as moving furniture and equipment around the school.
- Ensure that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Carry out ad-hoc duties, such as litter picking and arranging the disposal of waste, cleaning drains and gullies.
- Carry out emergency cleaning duties, such as gritting.
- Ensure a safe working and learning environment in accordance with relevant legislation.
- Carry out and record regular health and safety checks, including on legionella risk, safety equipment, and any hazards on school premises.
- Performing spot-checks and ensuring standards are acceptable.



Visits to the school are welcome. Please email the headteacher on head.3131@bampton.oxon.sch.uk

All applications must be made using an ODST application form which can be found in our recruitment pack on our website along with full job description person specification and reference request format www.bamptonprimaryschool.org.uk .

Applications need to be submitted to recruitment@bampton.oxon.sch.uk

CV's will not be accepted

ODST and Bampton CE Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All applicants are considered confidentially and according to the nature of the role and information disclosed.

Closing Date: Wednesday 28th August (12.00pm Midday)

Short listing: Wednesday 28th August

Interviews: Thursday 29th August