



Caretaker required.

Permanent position.

Salary: Bucks pay 2 £24,879 to £26,961 (pro rata), depending on experience.
Actual salary: £10,086 - £10,930.

Hours: 15 hours per week. Monday – Friday, 7.30am - 10.30am

Holidays: 22 holidays plus bank holidays per annum

The Governors and Headteacher of Overstone Combined School would like to appoint a caretaker, to join our friendly, popular school to keep the school safe and secure as well as a well-maintained environment.

About us

Overstone Combined School is a primary school in the heart of the village of Wing. Our friendly school serves offers a broad, balanced and evolving curriculum. We have a hardworking and dedicated team of staff, fantastic children and supportive governing body.

We have close links with neighbouring schools and we actively encourage shared good practice, with an emphasis on high-quality continuing professional development. We are seeking an enthusiastic and inspirational person to join our warm and welcoming team.

About the role

This is an exciting opportunity to become a Caretaker within our school, duties include maintenance and caretaking duties, acting as a keyholder, awareness of health and safety regulations and undertaking general repairs, regular compliance checks and reporting any issues.

Please see the attached job description and person specification below for more information.

About you

- Be a proactive member of staff
- Be resilient, positive and have a good sense of humour
- Ability to work flexibly, independently and as part of a team
- The ability to carry out minor DIY repairs, decorating and maintenance
- Good organisation skills
- Basic IT knowledge

If you think you can make a positive and confident contribution to our school to help keep the school safe, secure as well as in good repair we would be delighted to hear from you.

Other information

Overstone Combined School is a popular school with amazing facilities. We have superb outdoor sports facilities and our own forest school area from which we run a successful forest school curriculum.

Please don't hesitate to get in touch if you think this might be the job for you. If you have any questions, or would like a tour of the school please email Kim Warren at sbm@overstone-wing.org or telephone 01296 688799.

For further information please see the attached job description and person specification. To apply, please complete the application via My New Term. Link: [Caretaker application](#).

The closing date for applications is midnight Friday 25th October 2024, interviews to be confirmed. The school reserves the right to appoint before the closing date for the right candidate, early applications are encouraged.

Overstone Combined School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS check and any offers will be subject to the receipt of satisfactory references.