

FARRINGDON COMMUNITY ACADEMY

Address – Allendale Road, Farringdon, Sunderland SR3 3EL

Tel: (0191) 917 1500 Email: enquiries@farringdonca.net

Web: www.farringdonschool.co.uk

Headteacher: Neal Holder Number on Roll: 677



Post:	Evening/Weekend Caretaker
Salary:	Grade C Pts 3-4 £18,887 - £19,263 (Pro Rata to hours worked)
Reporting to:	Site Supervisor & Community Manager
Hours:	Up to 25 hours per week (Mid-week 4-9pm, Sunday 8.30am-1pm). Job share will be considered.
Contract:	Fixed Term (reviewed annually) – Working all year round, with pro rata holiday allowance
Start Date:	When pre-employment checks are completed

Governors wish to appoint a suitably qualified person to the post of Evening and Weekend Caretaker.

Under the guidance of the Site Supervisor and Community Manager, you will assist in the effective running of lettings and school events in the evening and weekends and ensure that the site and grounds are secured and well maintained for pupils, staff, visitors and users of the site facilities.

Main Duties and Responsibilities:

- Have responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems are activated accordingly.
- Act as key holder for the site.
- Be a point of contact for users of the facilities and develop and maintain good working relationships.
- Check the facilities and equipment prior to and following lettings ensuring all in good working order and safe and secure.
- Ensure that hirers leave the facilities at the end of their booking in time for the next customer.
- Monitor and control access to the site and prevent unauthorised parking and trespassing.
- Report any health and safety or maintenance issues identified to the Site Manager.
- Accept delivery of goods and materials for distribution and storage.
- Set up desks/equipment for school events.
- Follow the Academy processes and procedures and carry out training as required by the academy.

We welcome visits and enquiries from applicants and would be delighted to show you around our Academy to fully appreciate our excellent site and facilities. Please e-mail Gil Warwick, our Site Manager on gil.warwick@farringdonca.net to arrange a visit.

Please note that we do not accept CVs. We encourage candidates to take a look at our website therefore all the application documents relating to the post are on www.farringdonschool.co.uk to the right-hand side of our home page you will see a box with our current vacancies on or at the top of the page under 'about us' click on vacancies.

Completed support staff applications (Parts A, B & C) should be returned to andrea.parker@farringdonca.net or posted to: Farringdon Community Academy FAO Miss A. Parker, Allendale Road, Farringdon, Sunderland SR3 3EL. Please ensure adequate postage e.g. large stamp is used. Applications that arrive after the closing time/date will not go through to the shortlisting

process. Should you require a paper copy of the application form please contact the Academy on 0191 917 1500 ext. 206.

Farringdon Community Academy safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. The post is subject to a DBS check from the Disclosure and Barring Service. Suitability to work with children will be checked with the Disclosing & Barring Service.

Closing Date: 9am Thursday 12th May 2022

Interviews will take place during week commencing Monday 16th May 2022