



## THE LEARNING TRUST

NURTURING • AMBITION • EXCELLENCE

**Caretaker (full-time, permanent)**  
**Grade 4 £18,933 - £19,698 annum**  
**37 hours per week, 52 weeks per year**

**Start date: required as soon as possible**

The Learning Trust exists to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. The Trust currently comprises three schools - Christleton High School, Chester International Studio, and Queen's Park High School. Our offices are on the Queen's Park High School site in Handbridge, Chester.

We are looking for a self-motivated, reliable and flexible caretaker to join our current Site Team, working across all sites in Chester. The successful candidate will be hard-working, adaptable, able to work as part of a team and to show initiative.

Primary duties would include:

Maintenance of buildings and school grounds, carrying out planned and reactive repairs, liaising with staff and contractors, opening of school when needed and other caretaking duties as required.

Experience in a trade would be an advantageous but not essential, but must hold a clean driving licence.

The position is full time 37hrs per week, with overtime as required.

Hours are varied but normally between 07:00 and 17:00 Monday to Friday.

**Completed application forms should be emailed to [a.nancollas@qphs.co.uk](mailto:a.nancollas@qphs.co.uk)**  
**Alternatively, please post to: Mrs A Nancollas, The Learning Trust, Queen's Park High School, Queen's Park Road, Chester CH4 7AE. *Please note that we are unable to accept CV's alone.***

***Closing date for receipt of applications: 9am on Monday 5<sup>th</sup> July 2021 .***



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## JOB DESCRIPTION – CARETAKER

<b>RESPONSIBLE TO:</b>	Trust Facilities Manager
<b>CORE PURPOSE:</b>	<ul style="list-style-type: none"><li>▪ To be responsible for the security of the premises and its contents, including being a registered key holder.</li><li>▪ To carry out minor repairs to buildings and equipment.</li><li>▪ To prepare rooms for use, and carry out portage duties.</li><li>▪ To carry out grounds maintenance duties.</li><li>▪ Any other responsibilities as determined by the Trust Facilities Manager.</li><li>▪ To uphold the Trust ethos and set high standards in all areas of work.</li></ul>
<b>PERSON SPECIFICATION:</b>	<p><b>You should have:</b></p> <ul style="list-style-type: none"><li>▪ Knowledge of basic DIY, repair and decorating skills.</li><li>▪ An enthusiastic approach to work along with a cheerful attitude, and a good sense of humour.</li><li>▪ A genuine interest in the education and well-being of young people.</li><li>▪ A flexible approach is essential, along with the ability to adjust to the demands of a busy workload. The ability to prioritise in order to meet deadlines and see a task through to completion.</li><li>▪ The ability to take responsibility for your own workload, working both independently and as part of a team.</li><li>▪ Good interpersonal skills, and the ability to communicate well with a broad range of people.</li><li>▪ A clean current driving licence.</li></ul>