

9 November 2020

Letter from the Leadership Team



Dear Applicant

Thank you for your interest in applying for the post of Caretaker teacher at Holmfirth Junior, Infant and Nursery School. It currently has just over 200 children on roll, including nursery provision.

Holmfirth J I & N School are looking for a caretaker to join our fabulous team! . We are a medium sized primary school catering for children between 3 and 11 years old. We pride ourselves on our caring, fun and friendly atmosphere and want every child to love coming to school every day (as well as staff!).

We are looking to appoint a caretaker who will work to support the school in all areas of maintenance, cleanliness, health and safety and security. The role of caretaker is a very special role and is essential to the smooth running of the school. The successful candidate will work closely with the Headteacher and School Business Manager to ensure that pupils, staff, governors and visitors are able to work in a welcoming, clean and safe environment. Good interpersonal skills are essential and will complement our existing team of staff, including two cleaners, for whom you will be responsible on a day to day basis.

Our ideal candidate will be:

- a hard-working and reliable individual who will play a key part in maintaining and improving our school environment and who will have a sense of pride in their role and in our school.
- able to maintain high standards of cleanliness/workmanship within the school and be competent and confident in carrying out building maintenance work i.e. minor repairs, plumbing, repairs, joinery etc. in an efficient and safe manner to a high standard.
- able to organise and prioritise work effectively.
- aware of health and safety requirements and be able to identify any health and safety risks and deal with accordingly.
- able to work on their own initiative and be proactive.

Working hours are Monday to Friday, 6am-8.30am and 4pm-6.00pm

Start date: Monday 4 January 2021

Our children are amazing; they make us proud every single day. We have fantastic relationships with parents and the children and take the responsibility of providing them with the best educational experience possible very seriously ... in a fun way! We care for them, nurture them, guide them and challenge them to do things they never thought possible.

As a staff team we are not afraid to do things differently and work very hard to create the kind of school we all believe in. We work hard, take great pride in the work we do and have high expectations of ourselves, we all work as a team and being in a small school means we are all willing to get stuck into whatever needs doing!

If you would love to work in a supportive and collaborative team, would love to work in beautiful rural setting, and love educating children then please do consider applying!

Our school office will be available to respond to any phone calls or emails between the hours of 9.00am and 3.30pm – Monday to Friday. **Due to the recent coronavirus outbreak these dates could be subject to change.**



Holmfirth J I & N School
Cartworth Road • Holmfirth • HD9 2RG
Tel 01484 687565
E-mail office.holmfirthjin@kirkleeseducation.uk
Website www.holmfirthjinschool.net



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

If you require further information about the role, please contact the school on 01484 687565. For more information about the school please go to our website – <https://holmfirthjinschool.net/>

To apply for this job, please download and complete the application form and include in your application how you meet the criteria set out in the Job Description and Job Specification, on no more than two sides of A4 paper (12-point font), and add anything else which you feel is relevant to the post of Caretaker. A CV is not required.

Application forms should be returned to Alex Sykes, the School Business Manager, at the school either by email to finance@holmfirthjinschool.net or by post to the school address by Friday 20 November 2020.

Holmfirth J I & N School
Cartworth Road
Holmfirth
HD9 2RG

Deadline for applications: Monday 23 November 2020 (12 noon)

Shortlisting: Tuesday 24 November 2020

Interviews: Monday 30 November 2020

This is an incredibly exciting time to join Holmfirth Junior, Infant and Nursery School, as we embark upon this next chapter of education. We look forward to hearing from you.

Yours sincerely

J Rose

Julian Rose
Headteacher

A Sykes

Alex Sykes
School Business
Manager

J Warrener

Jon Warrener
Assistant Headteacher

J Perrons

Jane Perrons
Assistant Headteacher



**CONFIDENCE
LEARNING
ENJOYMENT
ACHIEVEMENT
RESPECT**

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