



The Roman Catholic Diocese of Hexham and Newcastle  
in partnership with South Tyneside Local Authority



## St Matthew's RC Primary School

Alnwick Grove, Jarrow, Tyne and Wear. NE32 5YT Tel: 0191 4898355

Website: [www.stmatthewsrc.org](http://www.stmatthewsrc.org)

Email: [office@stmatthewsjarrow.co.uk](mailto:office@stmatthewsjarrow.co.uk)

Chair of Governors: Mrs Trish Melia

Headteacher: Mrs Eve Alderson

*"Welcome to our happy school, where everyone is valued and given the opportunity to 'let their light shine.' With Jesus in our hearts, we encourage love and respect for all. We strive to reach our goals, as we learn, and grow, in a safe and enjoyable environment."*

### Full Time Caretaker

**Required: 15<sup>th</sup> November 2021**

**(or as soon as possible thereafter)**

**Grade: Band 4, £19,698 pa, 37 hours per week**

The Governing Board of St Matthew's RC Primary School are looking to appoint an inspiring and highly motivated Caretaker. The successful candidate will work to maintain our school site and provide a welcoming and safe environment for the whole school community.

#### The successful candidate will:

- be willing to support the ethos and practices of our Catholic school
- have a clear vision and understanding of the needs of a school
- have a good building services skills set to meet the changing needs of the school
- have the ability to undertake moving and handling of physical objects, dynamically risk assessing the weight to ensure safe working practices
- have an eye for detail
- be flexible in their approach and work well as part of the team
- support the wider aspects of school life
- have a working knowledge of health and safety
- have innovative ideas and a good sense of humour

#### In return we will offer:

- a warm and welcoming school with a very supportive Catholic ethos
- an inclusive school with happy children who enjoy learning and are proud of their school
- a team of talented, hardworking and friendly staff where everyone is valued
- a supportive and effective governing body

Visits to the school are warmly welcomed and these can be arranged by contacting the school on 0191 4898355. Application forms and supporting documentation are available on our school website or by requesting an application pack via email to [jobs@southtyneside.gov.uk](mailto:jobs@southtyneside.gov.uk)

**Applications are to be returned by email to [jobs@southtyneside.gov.uk](mailto:jobs@southtyneside.gov.uk) by noon, Monday 8<sup>th</sup> November 2021.**

**Interviews: Friday 12<sup>th</sup> November 2021**

*The governing board of St Matthew's RC Primary School and the Diocese 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 is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.*