



**THE NORTON
KNATCHBULL**
SCHOOL

The Norton Knatchbull School,
Hythe Road, Ashford, Kent, TN24 0QJ
Headteacher: Mr. B. Greene, BA (Hons), NPQH

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PART-TIME CARETAKER

(31 hours per week)

The Governors of The Norton Knatchbull School are looking to employ a part-time caretaker/lettings controller for 31 hours a week, initially on a 6-month contract to be reviewed depending on the school's needs going forward. The successful candidate will be required to work independently from the rest of the team during their attendance, with support from the Site Manager and team when needed. Shift cover will be required between 16.00 – 21.00 Monday to Friday and 07:00 – 13:00 on Saturdays to support the school lettings programme.

Salary is Kent Range 4 – £23,338 FTE / £19,553.46 pro-rata. The role is to ensure the security of the establishment, support the lettings programme, and complete various tasks such as daily maintenance checks and general maintenance when required. The role will have a strong emphasis on administration tasks throughout the duty. This will include completing and updating site records in the following areas: provide customer support for the letting programme; updating and preparing a letting plan; Site security records; Health and Safety records (Fire equipment checks, legionella testing, legal compliance); weekly classroom reviews and preparing work schedules for the site team once faults have been identified.

Please look on our website www.nks.kent.sch.uk for a Job Description and an application form.
Please send your completed application form to Mrs Catriona Dunton (HR Officer),
by email cdunton@nks.kent.sch.uk

Deadline for applications: **9am – Monday 23rd September 2024.**

Interviews will take place as soon as possible thereafter.

We reserve the right to interview prior to this date depending on applications received.

NKS is committed to the continuing Professional Development and Equal Opportunities for all our staff. We support our employees in career development and respect initiative and ambition. As such we are committed to using Performance Management; formal and informal training; coaching and mentoring; and peer support to ensure the progression of our staff. In return we expect commitment and a desire to improve and excel from our colleagues. It is important for our students to understand and experience the strength and depth of a diverse community and we aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To show our commitment to this, the school is actively working towards the Race Charter Mark.

We are committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS disclosure.

Only candidates who are shortlisted will be contacted.

Benefactorum Recordatio Jucundissima Est

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