



Ribston Hall High School Vacancy

Lettings Caretaker

Grade:	NJC SCP 4 SCP 4 (£24,404 per annum, £8,491 pro rata)
Hours:	15 hours per week, between the hours of 5.00pm – 9.15pm
Contract:	Permanent, term time only plus INSET days
Closing Date:	Sunday 26 th January 2025
Interview Date:	Week commencing 27 th January 2025
Start Date:	As soon as possible

An opportunity has arisen to join the friendly site team at Ribston Hall High School as our Lettings Caretaker, on a permanent basis.

At Ribston Hall we have a thriving lettings portfolio, with various clubs and groups utilising the space available within our School, after school hours.

The Lettings Caretaker will work on-site, after the school day and will be the first point of contact for our lettings customers when they are at Ribston Hall. Working Monday to Friday between the hours of 5.00pm – 9.15pm, the Lettings Caretaker will work 15 hours per week. There will be the occasional requirement for weekend working.

This is an ideal opportunity for a highly responsible and enthusiastic individual to join the Site team. With responsibility for ensuring that the premises are locked up and secure, as well as providing a visible site security presence, during out of hours lettings, the Lettings Caretaker will also undertake ad hoc site duties, such as setting out chairs/tables, and supporting the cleaning team with duties such as removal of waste. On occasions such as open evenings and parents' evenings, the Lettings Caretaker will also support with car parking management duties.

Whilst previous experience is not essential, you will have excellent communication skills, the ability to learn new systems (e.g. alarms, locking up procedures) and good prioritisation skills. With excellent timekeeping and the ability to work to deadlines, you will be a trustworthy and reliable member of our Site team.

The salary is based on National Joint Council for Government workers scale, with access to the Local Government Pension Scheme.

To apply, please visit the school website www.ribstonhall.gloucs.sch.uk/vacancies and submit your completed application form via the website, together with a covering letter (maximum

of two sides of A4) which outlines your experience and suitability for the role (CVs will not be accepted).

If you would like further information about the role please contact Mark Phillips, Site Manager on 01452 382249.

References will be sought prior to interview. Please note that as part of our safer recruitment, open internet searches will be carried out on all shortlisted candidates.

Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment. Appointment is subject to satisfactory references, enhanced DBS disclosure and a pre-employment health check.