

# Holy Trinity Catholic School

24 London Road, Chipping Norton, Oxfordshire, OX7 5AX



## Part-time Caretaker

10 - 15 hours per week, 52 weeks per year

pro-rata salary Grade 7 £7,855 - £11,782 per annum (FTE £29.64)

This role ensures that premises and grounds are maintained to a high standard, including identifying and undertaking emergency repairs and monitoring and repairing equipment. Also within the role, the applicant would be required to work alongside cleaners, assisting with restocking washroom supplies and maintaining communal areas within the school.

A good level of physical fitness will be required by the successful applicant (as manual handling forms an integral part of this role). Applicants will need to be reliable, with a positive, professional and common-sense approach and be able to demonstrate:-

- \* Knowledge of routine preventative maintenance
- \* Good maintenance skills
- \* Excellent organisational, interpersonal and communication skills

*If you have any questions or would like to visit the school prior to applying, please email [office.3420@holy-trinity.oxon.sch.uk](mailto:office.3420@holy-trinity.oxon.sch.uk) or call 01608 643487.*

Closing date for applications: Midday Thursday 14<sup>th</sup> May 2026

Provisional date for interviews: Monday 18<sup>th</sup> May 2026

## Additional Application Instructions

For the job description, person specification and application, please contact Janice Flashman, School Business Manager, on 01608 643487 or [office.3420@holy-trinity.oxon.sch.uk](mailto:office.3420@holy-trinity.oxon.sch.uk). An application pack can be downloaded from our website: <https://holy-trinity.oxon.sch.uk/job-vacancies> Completed application forms should be returned to Janice Flashman.

## Safer Recruitment

The Pope Francis Catholic MAC is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.