



## C A R E T A K E R

F U L L T I M E - 4 0 H O U R S

We are currently recruiting for an additional member of staff to join the caretaking team within the Estates Department.

At Gresham's we offer a rare opportunity where children can join us at our Nursery and Pre-Prep School from the age of 2 and continue with their education at our Prep and Senior Schools to the age of 18. Our school is situated in the Georgian town of Holt and sits within 200 acres of glorious countryside. Set in an area of outstanding natural beauty with the Norfolk Broads and the North Norfolk Coast just a few miles away.

We are currently recruiting for an additional member of staff to join the caretaking team within the Estates Department. Reporting to the Site Manager, you will be responsible for ensuring the timely and effective completion of a variety of cleaning related tasks and activities, as well as small repairs and minor maintenance and decorating, all of which contribute to the efficient and safe operation of all 3-school sites.

The successful candidate will be a hardworking committed individual who has the ability to work very well on their own initiative, understands the importance of maintaining high standards and how to communicate effectively within a school environment.

The safeguarding responsibilities of this role are clearly outlined in the recruitment pack, please make yourself aware of these as you consider applying for this post.

G R E S H A M S . C O M

Gresham's is proud of its exemplary approach to the safeguarding of its children and conduct a robust recruitment process. Applicants are expected to engage fully with the requirements of this process. An offer to join the School is made subject to a satisfactory Enhanced DBS check along with clearance on all other relevant safeguarding and child protection requirements.

Registered Charity No: 110550

### H O W T O A P P L Y

To apply for the role, please visit our [website](#) where you will find an application form and further information. Our recruitment team can also be reached by telephone on 01263 714623 or by emailing [hr@greshams.com](mailto:hr@greshams.com)

### Closing Date:

11<sup>th</sup> August 2024

### Interviews:

TBC

### Required for:

At the earliest opportunity

*Please note; we reserve the right to appoint to the post, prior to the closing date*