



**THE NORTON
KNATCHBULL**
SCHOOL

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

t: 01233 620045
e: information@nks.kent.sch.uk
www.nks.kent.sch.uk

CARETAKER

Flexible start date

The Norton Knatchbull School is seeking a Caretaker (30 hours per week). This role is based on a four-day working week, covering 30 hours across the weekend. (Attendance is **Friday 09.00 - 18.00, Saturday 7.00 -13.00, Sunday 08.00 -14.00, Monday 09.00 -18.00**)

The successful candidate will work independently during their shift, with support available from the Site Manager and wider team when required.

Salary is KS B – £25,126 / £20,372.43 pro-rata. The role is to ensure the security of the school site, support the lettings programme, and carry out a range of maintenance duties. This includes completing daily maintenance checks, undertaking general repairs, and responding to issues as they arise. We are specifically seeking someone with strong practical maintenance skills who can confidently carry out routine tasks around the site. The role also includes administrative responsibilities include maintaining and updating site records.

How to Apply

To simplify the application process, we are asking candidates to submit an email or letter of application.

Your letter (maximum one side of A4) should include:

- Why you are interested in the Caretaker role
- What skills, experience, or qualifications make you suitable (particularly practical maintenance skills and any experience working independently)
- Examples of relevant work, such as repairs, site security, or facilities tasks
- The impact you feel you would bring to the school
- Your availability for the required working pattern

Please send your letter or email to:

Email: cdunton@nks.kent.sch.uk

Address: Mrs C.Dunton, The Norton Knatchbull School, Hythe Road, Ashford, Kent. TN24 0QJ

Deadline for applications: **9am – Friday 27th March.**

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

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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 has achieved 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.



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