



Caretaker

Position required asap

At Eggescliffe CE Primary School

Scale Point F point 7-8

Full time equivalent £27,273.98 - £27,708.93

This is open to a job share

30 hours per week,

Eggescliffe CE Primary School are seeking to employ a conscientious and motivated caretaker, with a high level of attention to detail, to join our school team.

The ideal candidate will be an appropriately qualified, enthusiastic Caretaker who would be responsible for:

- Ensuring the premises are compliant and meet Health and Safety requirements
- Security of the buildings and site including testing of alarms, fault reporting and opening and locking up premises at the start and the end of the day.
- Grounds maintenance ensuring the grounds and building is safe for children and families to enter and leave
- Undertake general maintenance
- Ensure all compliance checks are completed and remedial works actioned
- Monitoring of the school building and facilities including minor refurbishment of premises, fixtures and fittings as necessary
- Practical support with arrangements for meetings/events
- Receipt and distribution of deliveries, assembly and the movement of goods and equipment around the building
- Cleaning responsibilities
- Ensure the Health and Safety reporting IT systems are kept up to date

We are looking for an individual who is hardworking, active, flexible and able to use their initiative. The successful applicant will become a valued member of our school community. Training and ongoing support will be provided when necessary to keep abreast with changing Health and Safety regulations.

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- The opportunity to work as part of a growing Trust and shape this role.

CLOSING DATE:

Applications must be received by 7th October

HOW TO APPLY:

Through MyNewTerm

Applicants are subject to a successful DBS check

JOB DESCRIPTION

POST: Caretaker

RESPONSIBLE TO: Head Teacher, Governors, Board of Directors

START DATE: ASAP