



Temporary Caretaker 24 hours per week

LGS Scale 4 £24,292 – £24,702 fte

7.00am – 8.00am

3.30pm – 6.30pm

Start date: ASAP

Calling all tradesmen! Have you ever considered working in a school? We have an exciting opportunity for a flexible working arrangement as our school caretaker. We are seeking to appoint a hard-working and enthusiastic person, with a positive approach, to undertake the security, caretaking and maintenance of our school premises. Experience of caretaking and/or building maintenance is preferable but not essential. With the daily demands of a school, it is vital you are able to demonstrate a flexible approach, remain calm under pressure and manage your working hours effectively.

The post is for 24 hours a week over a split shift for unlocking/trouble shooting and locking up. The hours would be dependent on skills and experience and would include 4 hours on a Saturday which could be banked. It would be flexible depending on potential weekend maintenance works or weekend events e.g. Easter Fayre. Additional payments would also be made for any evening or weekend lettings. Initially, this is for a temporary position with the likelihood of a more permanent position being offered to the right person.

The post holder will need to lead a small team of cleaners and liaise with contractors and tradesman. They will have strong DIY and handyman skills, e.g. decorating, carpentry, plumbing and be willing to learn how to use the systems in the building. The successful candidate will be responsible for making sure the site is safe, secure, well maintained and clean every day. Ideally, you will possess an awareness of COSHH, Safe Manual Handling practices and Health & Safety and have prior experience of working within a similar setting. (Although, this is not essential.) Full driving licence and use of your own car is essential as you may be required to attend the school outside of normal working hours.

Visits to the school are both positively encouraged and warmly welcomed. Please contact the school on 01376 326739 or email admin@gbjs.co.uk to arrange these.

A full job description and person specification is available from Miss Hawtin, Finance Office. Any questions regarding the role please see Mr Wrench. All applications to be made on www.essexschoolsjobs.co.uk

Great Bradfords Junior School is committed to safeguarding and promoting the welfare of children. The appointment will require an enhanced DBS check, medical checks and two satisfactory references.