

Job Type	Support Staff
Post Title	Site Supervisor/Caretaker
Vacancy Type	Part Time (mornings)
Contract Type	Permanent
Hours per week	5 days a week (15-20 hours per week) Mon - Fri: 7.00-10.00am or 11.00am (negotiable) Additional hours will be required for lettings etc. Currently a Wednesday evening at 9pm lock up and alternate Saturday morning opening and closing
Weeks per year	Term Time plus three weeks; training days plus two weeks during school holidays (to be agreed) – 41 weeks per year
Requirements	<p>We are looking for a Site Supervisor/Caretaker to join our team who will report to the School Leadership Team</p> <p>This person should have knowledge of building safety and security, COSHH regulations and health and safety in the workplace. The person must possess a good work ethic, be able to prioritise workload, be flexible and adaptable to change.</p> <p>An element of physical work is involved, therefore, a good level of fitness and health is required.</p>
Description	<p>To ensure that we are a secure and clean site at all times. Duties will include:</p> <ul style="list-style-type: none"> • Securing premises, locking and unlocking doors and windows etc • Ensure health and safety policies are followed in terms of hazards and exits and entrances are kept clear for the safe use and passage of all users • Oversee the lettings for the school • Set out and move furniture and equipment as requested by school staff • Undertake repairs / maintenance to the school using DIY skills where possible • Receive and manage deliveries • Undertake general grounds maintenance • Manage waste disposal <p>This list is not exhaustive, for a full job description please contact Mrs Julie Reed, School Business Manager for more information.</p> <p>We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. The successful candidate will be required to undertake an enhanced DBS, medical clearance and two satisfactory references will be required as part of the short-listing process.</p>
Pay Scale	Grade E



Point range	13 - 15
Salary	£17,391 - £17,972 pro rata The salary quoted is the full time equivalent (37 hours 52 weeks per year), part time posts will be paid pro-rata. (Approximate actual salary £6,336 - 15 hours or £8448 - 20 hours)
Closing date	Friday 1 st February 2019 5pm
Anticipated interview date (W/C)	4 th February 2019
Anticipated Start date:	25 th February or as soon as possible (subject to a satisfactory DBS, two references and medical clearance)