



APPOINTMENT OF Senior Caretaker as part of the schools site team

Closing date for applications – Friday 16th April 2021

Interview date - Wednesday 21st April 2021

Proposed start date – Tuesday 4th May 2021

CONTEXT OF THIS APPOINTMENT

Since 2017 the school has not had a permanent Site Manager or Senior Caretaker. We are now in a position to recruit a Senior Caretaker to oversee the caretakers and school site.

PURPOSE OF THIS ROLE

The role is responsible for the day to day management of the school site and associated facilities, specialist site services within the school, site security and overseeing external contractors working on site.

The role may involve shift work between the hours of 6am and 10pm as well as working Saturday and/or Sundays

WE ARE LOOKING FOR A SENIOR CARETAKER WHO CAN :

- lead by example
- take responsibility for the day to day management of the school site
- manage other site staff including allocation and monitoring of work.
- Assist with yearly performance management appraisals.
- oversee external contractors working on site, ensuring adherence to service level agreements
- be proactive and hands on, carrying out practical tasks when needed
- work occasional shift cover and weekend cover when required

About you

We are keen to hear from interested candidates who: -

- have several years' experience working in a relevant discipline i.e. Senior caretaking/site keeping experience
- have management/supervisory experience
- can demonstrate use of appropriate specialist equipment/resources
- have an excellent understanding of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures
- can organise, lead and motivate a team
- can relate well to children and adults

All of the above attributes are desired but not essential.

Salary - Grade 6 scp 18-20 - £27,978 - £28,992

Hours: 36 hours per week (Full time)
Hours – weekly rota system

Key relationships: Deputy Headteacher
Caretaking staff
Cleaners
Contractors
Governors
Staff
Pupils

Communication with: Pupils (all the time)
Staff (very frequently)
Governors (occasionally)
Parents/Carers (often)
External agencies (often)
Visitors to the school (occasionally)