

## Caretaker Vacancy

**Required from:** As soon as practicable

**Grade:** 4

**Salary:** £17,681-£18,319 (pro-rata. Full time equivalent for 37 hours per week)

**Contract:** Initially, temporary until 31<sup>st</sup> May 2019.

**Hours:** 35 hours per week (split shift)

Downsbrook Primary School is a primary academy, part of the Schoolsworks Academy Trust. We are currently seeking to appoint a Caretaker for an interim period to support the Headteacher in managing the school site. This role will involve being responsible for the carrying out the maintenance and routine compliance testing for the site and maintaining the security of the premises.

To meet the needs of the school, this is a split-shift post, which will require working hours split into two shifts, likely to be between 7-11am and 3 – 6pm, with some flexibility available.

The successful applicant will:

- have experience of completing common maintenance or DIY-type tasks
- be able to work closely with professionals and pupils in the school
- be able to manage their own workload, including managing time effectively
- ensure that the school is well maintained, clean and tidy
- be a team player

A qualification in a trade or maintenance skill is desirable but not essential.

As a school, Downsbrook can offer:

- a friendly community of staff and families, with a warm welcome
- a role with individual responsibility combined with available support

Potential applicants are encouraged to visit the school and to discuss the post with the Headteacher. Please make an appointment via the school office (office@downsbrook.eu 01903 230467).

*Schoolsworks Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and there is an expectation of all staff and volunteers to share this commitment.*

Applications can be returned to the school by hand, via post or email. This post is subject to a successful Disclosure & Barring check, satisfactory references and health clearance.

**Closing Date:** Tuesday 12<sup>th</sup> February 2019

**Interview Dates:** Thursday 14<sup>th</sup> February 2019

**Start Date:** As soon as practicable