**Eastbury Primary School**

**Senior Caretaker - Scale:** APT&C Scale 5 points 22 – 25 (£22,506-£24,510)

**Hours and Pay:** **35 hours per week** x **52 weeks per year**

 ***Split Shift*: 06:30-10:30 and 15:30-18:30** – working hours may be negotiated

**Start Date: A.S.A.P.**

An exciting opportunity in the school for a reliable, hardworking and personable Senior Caretaker to join our school. The successful candidate will have a strong work ethic and be able to carry out high standards of premises care with a positive attitude to health and safety for the whole school community and a solution focused outlook.

Applicants are expected to be able to evidence good DIY skills, initiative, common sense and the ability to work independently.  Good verbal and written communication skills are also required together with physical fitness as some lifting is required.

The successful candidate will be expected to undertake regular training to enable them to meet the demands of the role effectively and to comply with Health and Safety Regulations.

**Main Activities:**

* To be the main key holder for the school site, responding to call out as required.
* To maintain security of the Premises.
* To ensure Health & safety and statutory compliance of all buildings are kept compliant.
* To monitor the school’s maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
* To be responsible for school lettings working closely with Senior Finance Officer.
* To be responsible for the upkeep of the school minibus.
* To be responsible for the school farm area and animals.
* To supervise the school caretaking team.

Applicants will be shortlisted according to the ability to provide relevant experience in the main areas above and those outlined in the Job Description and Person Specification, which are available, along with the application form on the School website vacancy page (see web address below).

Visits to the school are warmly welcomed. For further information and to arrange visits please contact the School Office on 0208 477 9910 or email: jobs@eps.barking-dagenham.sch.uk

**Closing Date:** Tuesday 20 February @ 4:30 pm

**Interviews:** week commencing 26 February 2018

**Child Protection**

*The successful candidate will have due regard for safeguarding and promoting the welfare of children and young people as stipulated by the Chid Protection Policy. Safer Recruitment procedures are in place and any appointment will be subject to statutory checks including a DBS.*

**No agencies please**