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**Caretaker**

**Job title:** Caretaker

**Grade**: £20,808 to £22,566 per annum

**Hours**: 35 hours per week (may be required to work on evenings/weekends)

**Contract**: Permanent

**Responsible to:** Site Manager

Villiers High School is looking to appoint a professional, self-motivated and organised person to assist the Site Manager on all aspects of maintenance and development of the school site, along with the management for health and safety. The successful candidate will contribute by assisting in the organising of the caretaking/cleaning team and undertaking effective supervision, caretaking maintenance, Health & Safety and managing site security.

The successful candidate is expected to have good communication and be able to make an immediate start. Good knowledge of health and safety is desirable to ensure statutory tests are carried out and accurate records maintained.

We are offering an exciting opportunity for the right person with a positive can-do attitude. **The successful candidate will need to:**

\* Be resilient, flexible and demonstrate an ability to work in a busy environment

\* Be methodical and well organised

\* Be punctual and have excellent communication skills

**In return you will receive:**

\* The support of committed, dedicated and friendly colleagues

\* A school which is reflective and striving for continual improvement

**Deadline for applications is Sunday 9th December 2018**

Interview date will be confirmed once shortlisting has taken place

If you are interested in this role and would like to know more or want to book a visit, please contact Miss Amrit Growan, on 020 8867 9076 or email HR@villiers.ealing.sch.uk for further details including the job description, person specification and an application form. **Please note we do not accept CVs**. We look forward to hearing from you.

The school is committed to the promotion of equal opportunities and diversity. We have a clear commitment to safeguarding and promoting the welfare of children and young people. You will be required to apply for an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as Criminals Records Bureau). Further information can be found at: [**www.gov.uk**](http://www.gov.uk/).