



St Paul's CE Primary School
Elsworthy Road
London
NW3 3DS

020 7722 7381
admin@stpauls.camden.sch.uk

Headteacher: Mr Clive Hale
Deputy Head: Ms Debbie Finch

<p>Site Manager Scale 6 (26-28) 7am to 11am Monday to Friday 20 hours per week part-time, all year round</p>	<p>Caretaker Scale 4 (18-21) 2.30 to 6pm Monday to Friday 17.5 hours per week part-time, all year round with the possibility of occasional over time.</p>
<p><i>For the right person this could be a full time, all year round position with a split shift</i></p>	

St Paul's Church of England Primary School is a consistently 'Good School with Outstanding features'. We are particularly proud of our children, their behaviour towards each other and to their learning. The School is idyllically situated on the borders of Primrose Hill Park. Our one form entry school has a friendly and committed staff and supportive parents, which creates a lively and rewarding place to work.

We are looking for a part-time Site Manager and a part-time Caretaker to be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.

The Site Manager would also be the Health & Safety responsible officer and be proficient with Microsoft office to be able to maintain and update excel spreadsheets and send emails and make telephone calls to book appointments/contractors.

You will have an eye for noticing what needs to be done and the ability to use your initiative to get things done in a timely manner. You will undertake appropriate repairs and maintenance jobs including organising and carrying out minor improvement works/projects.

A visit to the school is highly recommended, please contact the office on 0207 722 7381 to arrange an appointment. For an application pack, please email: admin@stpauls.camden.sch.uk or visit: www.stpauls.camden.sch.uk/contact/job-vacancies

Closing date: 12 noon – Friday 22nd March 2019

Interviews: to be held during the week of 25th March 2019

St Paul's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. Successful applicants will be required to complete an enhanced DBS disclosure.