Coppice Primary School
Executive Headteacher: Mrs C Pike
Manford Way, Chigwell, Essex, IG7 4AL
T: 020 8708 0740
E: admin@coppice.redbridge.sch.uk
www.coppice.redbridge.sch.uk

Caretaking Assistant
(LBR Scale 3, Point 5-6)
£27,030 pro rata
35 hours per week, five days per week
10am-6pm Mon-Fri (1 hour for lunch)
52 weeks
[Plus occasional lettings at week ends and evenings]

Coppice Primary School is an exciting and dynamic school in Redbridge. We serve a diverse community and work together towards providing an outstanding education for all our children and families.

Coppice Primary School are looking for a hardworking caretaking assistant to work as part of our staff team to:

- Work alongside the site manager to maintain the school's buildings and grounds: maintaining and developing the school grounds, garden areas and school buildings.
- Ensure the safety and security of the site.
- Undertake basic record keeping.
- Assist with the receipt, distribution and collection of goods.
- Assist contractors on site when required.
- Undertake general handy person tasks.
- Ensure resources are stored correctly and replenished throughout the school as required.
- Lock and unlock the school in the site managers absence.
- Undertake routine cleaning. Eg: mopping floors, cleaning windows, litter picking etc, as well as emergency cleaning, eg: removal of faces, cleaning up bodily fluids etc as required throughout the day.
- Collect and assemble waste.
- Work on their own initiative as well as part of a team.
- Have an awareness of safeguarding and a good knowledge of Health and Safety.
- Be prepared to attend courses and further training where required.
- Have good organisational skills.

For further details please see the job description.

We would welcome you if you would like to come and visit the school prior to making your application, please call the school office to make an appointment on 020 0708 0740.

Applications should be made by 12pm on Friday 5th April 2024 to recruitment@coppice.redbridge.sch.uk

Interviews will be held on Wednesday 10th April 2024.

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Coppice Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff will be subject to an enhanced DBS check.

Coppice Primary School is an equal opportunities employer. We actively aim to recruit people who reflect our exciting and diverse community.

Please be aware that we may check social media platforms as part of our safer recruitment and selection process.