



Caretaker as part of the schools site team

Proposed start date – as soon as possible after interview

CONTEXT OF THIS APPOINTMENT

We are looking to recruit an additional Caretaker to join the caretaking team.

PURPOSE OF THIS ROLE

The role is responsible for the day-to-day caretaking of the school site and associated facilities, specialist site services within the school, site security and liaising with external contractors working on site.

The role may involve shift work between the hours of 6am and 10pm as well as working Saturday and/or Sundays

WE ARE LOOKING FOR A CARETAKER WHO CAN:

- lead by example
- take responsibility for the day-to-day caretaking of the school site
- liaise and communicate clearly with other caretaking staff
- work with external contractors working on site
- be proactive and hands on, carrying out practical tasks when needed
- work on a shift pattern basis and cover weekend lettings and staff absence when required

About you

We are keen to hear from interested candidates who: -

- have experience working in a caretaking environment
- can demonstrate use of appropriate equipment/resources in a caretaking role
- have an understanding of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures
- can organise and prioritise workload.
- work as part of a team
- can relate well to children and adults

All of the above attributes are desired but not essential.

- Salary -** Grade 3 scp 5-7 - £24,804.00 - £25,629.00
- Hours:** 12 hours on a Saturday
(with the possibility of extra hours during the week)
- Key relationships:** Deputy Headteacher
Site Manager
Caretaking staff
Cleaners
Contractors
Governors
Staff
Pupils
- Communication with:** Pupils (all the time)
Staff (all the time)
Governors (occasionally)
Parents/Carers (often)
External agencies (often)
Visitors to the school (occasionally)

Archbishop Tenison's is committed to safeguarding and promoting the welfare of children and young people and any appointment will be subject to an Enhanced DBS disclosure as well as any other pre-employment checks i.e. Right to Work in the UK and online searches.

Please return completed application forms to patoheadteacher@archten.croydon.sch.uk.

Visits are welcome, please call the Mrs Andrew, Headteachers PA to arrange a convenient time to visit: 0208 688 4014