**Caretaker**

**About the role**

We are looking for a friendly, reliable and hardworking Caretaker to join our team and help look after our beautiful site and school building.

The work involves carrying out a range of duties including maintenance, site security, specialist cleaning and supervision of contract cleaners; and ensuring the buildings and grounds are well maintained and meet all Health & Safety requirements.

The successful candidate will be able to demonstrate that they take a real pride in their work, be physically fit for lifting and carrying and have good literacy and numeracy skills as well as general DIY and painting and decorating skills. Use of domestic power tools for repair and maintenance tasks will also be required.

Knowledge and experience of operating as a caretaker within an educational setting is desirable, but not essential. Site specific training will be provided. Application of common sense and the ability to maintain good working relationships with all school staff and visitors is essential.

The salary range will be Point 6 - 9 52 weeks a year with a 15/30-hour working week. Holidays must be taken in school holiday times.   Start time is 7:00am, finish time is negotiable. There may be occasional additional out-of-hours lettings, which will be paid as overtime.

The post holder will be subject to an enhanced DBS check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions (including cautions, bind-overs or no case to answer) must be declared.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school’s child protection and behaviour management policy

Visits to the school are warmly welcomed.  Contact Ms Katy Allen on 0208 075 9857 or admin@hartsbourne.org.uk for an application pack.  *Longer hours may be available for someone who can offer additional skills or undertake additional tasks across the Trust.*