



MAPLE PRIMARY SCHOOL, ST ALBANS

PART-TIME CARETAKER VACANCY

PART TIME – JANUARY 2025

Maple Primary is an inclusive school looking to appoint a friendly, dedicated and pro-active person as our part-time caretaker. The main duties involve ensuring that the school buildings and grounds are kept clean and in good working order and that there is a healthy and safe learning environment for students.

This is a part-time role for **15-18 hours per week** during term time only. The hours will be approximately 9am – 2:30pm (*but can be flexible for the right candidate*) on Monday, Tuesday and Thursday including a ½ hour unpaid lunch break. This position will work in collaboration with the current Site Manager.

General maintenance skills would be an asset and experience in a school environment would be useful. The candidate would also be expected to attend any training courses relevant to the role.

The following qualities are essential to this post:

- Approachable, good communicator and the ability to work as part of a team
- Knowledge of the main requirements of health and safety legislation, best practices and safeguarding
- Knowledge on the operational needs and working of busy primary school
- Confidence to complete small maintenance tasks
- Comfortable working in a fast-paced environment