



## St Mary's C of E Primary School

### Out of Hours Caretaker required

**Start Date:** 6<sup>th</sup> January 2020

**Hours:** 15 hours/week (on school days, 17.00 – 20.00) plus holiday cover for daytime caretaker in school holidays plus regular overtime for weekend lettings

**Salary:** Surrey Pay Grade 3, Term time plus 3 weeks (42 weeks pa)  
(Starting point for this grade is £9.22 /hr)

**Contract:** Permanent

**Applications Close:** 22<sup>nd</sup> November 12 noon

**Interviews:** 29<sup>th</sup> November 1pm onwards

We are seeking to appoint a part-time Caretaker to work in the evenings as part of the Premises Team. The role will include cleaning and security duties.

We are looking for someone who:

- Is happy to work alone
- Is able to maintain a high standard of cleaning of areas outside the Cleaning Contract
- Has the ability to operate electrical cleaners
- Has the ability to liaise with others who hire the Premises and also with other Premises Staff
- Is methodical and conscientious with regard to site security
- Is enthusiastic, caring and committed
- Could be flexible on occasions with hours for weekend lets and later evening lets
- Willing to cover site security for main caretaker summer holidays

Main Responsibilities:

Security of the site

Keeping the site clean and tidy

Attending any necessary training courses

We would be particularly interested in staff with experience of small maintenance/DIY work.

We can offer a supportive working environment within a caring community.

Come and join our wonderful school!

**In order to be a successful candidate, the applicant will need to meet the requirements of the person specifications, offered the post and will be subject to enhanced DBS checks.**

We welcome applications regardless of age, gender, ethnicity or religion.

Only applications submitted on the school's application form will be considered.

Enquiries to the Bursar 01883 712817 / [bursar@stmarysprimary.org](mailto:bursar@stmarysprimary.org)

Further details and an application form can be found on the "Staff" page on our school website (vacancies section at bottom of page)