



St Mary's C of E Primary School

School Caretaker required

Start Date: ASAP - November 2021

Hours: 37.5 hours/week (Monday – Friday, 11.30 – 20.00) full time

Salary: Surrey Pay Grade 4, Full time, all year round including 26 days paid holiday per year (Starting salary for this grade is £19,422 p/a)

Contract: Permanent

Applications Close: 31st December 2021, midday

Interviews: TBC

We are seeking to appoint an additional full-time Caretaker to work as part of the Premises Team alongside our existing long-serving caretaker. The role will include a wide variety of duties, primarily consisting of cleaning and security tasks.

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 sickness and absence cover

Main Responsibilities;

- ❖ Assist with setup and post lunch clean-up of lunch times for the pupils
- ❖ Security of the site (including full site check and lockup)
- ❖ Keeping the site clean and tidy including cleaning of windows
- ❖ Keeping all classrooms and toilets well stocked with relevant products
- ❖ Assisting with larger non-term time premises works on an ad hoc basis
- ❖ 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 School Business Leader 01883 712817 / 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)