

WROXALL PRIMARY SCHOOL

Caretaker

20 Hours per week. Term-time only, plus two weeks.
Actual Salary: £9,154.13 per annum
Start Date: 4th January 2021

Actual hours worked during the school day and during closure periods to be negotiated with the Headteacher and School Business Manager, depending on the school's needs.

Wroxall Primary School is currently nearing the end of a very exciting and extensive building project and we are now looking to appoint a friendly, enthusiastic and competent school caretaker who is passionate about school premises and grounds, ensuring it is a fit, safe and welcoming environment for our pupils and staff.

The successful candidate will:

- Be practical and able to maintain the school building and grounds, including taking on small DIY jobs.
- Maintain systems and procedures and have the initiative to implement new ones.
- Have a good knowledge of Health & Safety.
- Manage the security of the school site.
- Be the first point of contact for all contractors and school lettings.
- Supervise and assist the school cleaners and maintain cleaning stock levels.
- Be professional, well organised, innovative and flexible.

Job Description and Application Forms can be found on: www.wroxallprimary.co.uk

Applications should be emailed to: sbm@wroxallprimary.co.uk

Closing Date: Monday, 30th November 2020

Interviews: Friday, 4th December 2020

The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding:

The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality:

All employees are expected to treat others with dignity and respect.

Health and Safety:

The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Date Protection and ICT Security:

All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment, the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's directorates.