

Federation of St Joseph's Catholic Primary Schools

Connor Road

Dagenham

Essex

Telephone: 02082706480

The Broadway

Barking

Essex

0208 270 6474

jpearman.301@bdcs.org.uk



Full Time Lead Caretaker / Caretaker

Lead Caretaker Scale 5 – Point 22 to 25 (£22,284 - £24,267)

Caretaker Scale 4 – Point 18 to 21 (£19,719 - £21,768)

Shift Pattern Applies

The Post

The Governing Body are looking to appoint a Federation Lead Caretaker/ Caretaker who will be flexible, show commitment and have both excellent organisation and inter-personal skills.

The role requires someone who has initiative and adopts a “hands-on” approach in working as a part of the school community.

The successful applicant will also possess a range of practical skills which will contribute to general school premises maintenance and improvement work.

Duties will include:

Supporting the ethos of the school

Opening and locking up the school premises.

Acting as a key holder and responding to alarm calls.

Supporting the work of the school by ensuring that the premises are fit for purpose – clean, functional, secure and safe.

Supporting aspects of site management including security, premises, health and safety and cleaning.

Ground Maintenance.

Lunchtime Supervision.

Support the ethos, distinctiveness and policies of the school.

Further details and an application pack **can only** be obtained from:

office@st-jodag.bardaglea.org.uk or office@st-jobarking.bardaglea.org.uk

Please note that only the CES application forms will be accepted.

CVs alone will not be accepted.

Please email your completed application form and supporting documents to:

jpearman.301@bdcs.org.uk

Closing date for applications: **Noon 26th May, 2017**

Interviews: tba

(Please note all applications must be made on the school's CES application form).

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.

Staff may be asked to work on either site and may be reassigned according to the needs of the Federation.