

ST MARGARET'S

SCHOOL

Caretaking Assistant – Full Time

Salary:	£15,000 – £18,000 dependent on experience
Full time hours:	Monday – Friday, 8:00am to 5:00pm
Reporting to:	School Caretaker
Benefits:	25 days holiday per annum, free parking and lunch
Start date:	As soon as possible

St Margaret's School is looking to recruit a Caretaking Assistant to work as part of the St Margaret's School Estates Team. You will be working alongside the School Caretaker and the Estates & Operations Manager, on a variety of different caretaking jobs across the entire school. Due to the nature of the role there will be an element of physical work associated with this job.

You will be able to work effectively as part of a team and will be energetic and enthusiastic with a flexible approach.

To apply for this vacancy, please visit our website:
<https://www.stmargarets-school.org.uk/work-with-us>

Closing date for applications: Friday 20th May 2022 at 12pm

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer

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Caretaking Assistant – Job Description

Job Purpose:

To provide support to the School Caretaker and the Estates & Operations Manager as directed and at a level commensurate with other more specific duties as listed below.

Main areas of Responsibilities:

- To provide an efficient portering service across the entire school, including assisting with the deliveries of postage and packages.
- To assist with the setup of rooms for various meetings and events across the school.
- To assist with the care and management of keys for the school.
- To assist with the care and management of the school radios.
- To assist with the care and management of the school's portable speakers and audio equipment as part of room and event setups.
- To assist with the management of storage spaces across the school.
- To assist with interdepartmental moves and internal churn as and when it occurs.
- To support large school events such as open days, summer and winter fairs and occasional evening events
- To be available on occasional weekends to support school-wide events.
- To deputise for and cover the caretaker in his or her absence or to cover annual leave.

In addition, the postholder may be required to undertake other duties reasonably commensurate with the general level and duties of the post.

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Caretaking Assistant – Person Specification

Work & related experience	Essential	Desirable
Minimum 1 years' experience in a similar role		√
Experience working in an educational setting or other relevant environment		√
Sound Literacy and Numeracy Skills	√	
Effective and accurate Organisational Skills	√	
Ability to pay attention to detail	√	
Flexible and willing to support requests sometimes at short notice	√	
Understanding of and commitment to equal opportunities	√	
Skills and abilities:		
Work effectively as part of a team	√	
Good verbal communication skills	√	
An energetic, enthusiastic and flexible approach to work	√	
Ability to undertake some physical work	√	
Ability to get on well with others and be proactively helpful and supportive.		
A commitment to further training and a willingness to participate in the relevant CPD	√	
A commitment to own ongoing personal and professional development	√	