



Wood End Infant & Pre-School

Redbridge, Stantonbury,
Milton Keynes, MK14 6BB

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www.woodend.org.uk

Headteacher: Claire Wilson BA Hons NPQH

Job Role: Caretaker L1/L2

One day a week, preferably Mondays but can be flexible if needed

Approx 6.5 hours excluding 30 mins lunch

Salary: L1/L2 depending on experience - (Grade C/D) £12.38 - £13.47 Hourly (£5,148 - £5,597 p.a. actual based on 39 weeks. Some weeks in holiday may be required)

Closing Date

Midday, 22nd May 2024

Start Date

Monday 17th June 2024

Interview Date(s)

Friday 24th May 2024

This role would be ideal for a caretaker looking for additional hours.

This is a unique opportunity to work in partnership with staff and governors to maintain an attractive, clean, safe and secure environment where team work is valued within our happy and friendly school. You will need to be energetic, organised, skilled in maintenance and problem solving, and be able to work with all teaching staff and the leadership team in an open and trusting manner.

Purpose of the job:

- To provide an on site caretaking services
- Maintenance and security services on school sites and premises
- Undertake activities to maintain a safe and clean external environment e.g. gritting
- Perform duties in line with Health and Safety regulations and take action where hazards are identified, report serious hazards to line manager immediately

Key Objectives

- To be a keyholder for the school
- Carry out caretaking duties as directed by the Head Teacher or Line Manager

- Be responsible for the ordering and safe storage of cleaning equipment and materials
- Undertake minor repairs to site, furniture and fixtures (i.e. not requiring qualified craftsman) and maintenance of the buildings
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedule
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Collect and assemble waste for collection

Flexible working additional hours when required

The ideal candidate will:

- Have experience within a school (desirable but not essential)
- Have hands on experience of a wide range of maintenance/janitorial functions
- Adhere to school local and national authority's guidelines on Health and Safety
- Participate in training and other learning activities and performance development as required
- Be able to demonstrate competencies in:
 - Planning and organising work – ability to respond appropriately to deadlines and changing priorities
 - Using initiative – within the scope of work, prioritising and finding solutions appropriately
 - Working interdependently – independent decision making within the scope of responsibility and being part of a team working to deadlines
 - Managing risks – awareness of obligations in relation to confidentiality, child protection (as based in schools) and health and safety.
- Wood End is a school that offers an exciting learning environment with a strong ethos of teamwork. We welcome applications from candidates with a love of children, a knowledge and understanding of their development and a commitment to creative child-centred learning. Previous relevant experience in a school environment is desirable.
- We are committed to safeguarding and promoting the welfare of our children. All applicants will be subject to a DBS check.

Visits to the school are welcome. Please phone school office to book your visit.

Please apply via <https://mynewterm.com/jobs/110368/EDV-2023-WEI-71404>