Caretaker – Primary Level 3

Permanent position starting July 2019
37 hours per week, term time plus 4 to 6 weeks additional (negotiable)
MKET Pay Scale 4 ranging from point 1 (£20,400 FTE) to point 5 (£22,700 FTE)
dependant on experience.

Heronsgate is a large key stage 2 junior school on the eastern flank of Milton Keynes and is one of the academies within the Milton Keynes Education Trust (MKET). We are looking to recruit due to the re-location of our current Caretaker.

The successful candidate will be flexible in their approach, self-motivated, energetic and keen to work as part of the school community.

General responsibilities will include:

- Responsibility for the maintenance and security of the school premises and site so that children and staff are always safe and secure
- Having an approachable, warm and welcoming attitude towards the children
- Ensuring that management and maintenance of the school buildings and environment are effectively undertaken, including:
  - Being organised and taking responsibility for maintaining records and carrying out routine checks
  - Ensuring compliance with Health and Safety procedures
  - Undertaking minor repairs, DIY projects (including decorating) and general maintenance tasks
- Working closely with the School Business Manager in the delegation of tasks and overseeing the work of outside contractors whilst on site
- Share in the routine and non-routine opening and closing of the school premises
- Attendance of out of hours emergency call outs

Experience of working within a school setting is preferable though not essential.

In return we can offer you:

- supportive colleagues who work as a team
- an environment where our school values are an integral part of our community
- a school where your flair and enthusiasm can make a real difference

Visits to the school are strongly encouraged. An application pack is available on our website: [http://www.heronsgate.org.uk](http://www.heronsgate.org.uk) or by contacting the school office on 01908 550811 to request one.

_The successful candidate will be subject to an enhanced DBS check. We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment._

Closing date for applications: 5pm on Monday 8th July 2019
Interviews: 10th to 12th July 2019