



Aylesbury Street, Wolverton, Milton Keynes, MK12 5HU
01908 312275
office@wyvernschool.org

Executive Headteacher: Steve Springett-McHugh
Associate Headteacher: Steve Weston

REQUIRED AS SOON AS POSSIBLE

Caretaker Level 2
37.5 hours per week
7.45am – 11.45am and 1.30pm – 5:00pm
Monday to Friday 52 weeks per year
Salary £24,702 - £25,979 (Pay Grade D)

Wyvern is a large Nursery and Infant school set in historical buildings and an established sense of history. We have a bright and enthusiastic bunch of children and a large, supportive staff team who work closely together. We are looking to recruit a Caretaker to help maintain the buildings and ensure all staff and children have a safe clean environment in which to learn. We federated with Bushfield School in January 2018 and there is a supportive working relationship between the site teams for both schools.

You will:

- Be responsible for maintenance and security of the school premises and site, ensuring a safe environment for our children and community.
- Supervise and monitor the work of cleaning staff, including checking the quality of work carried out.
- Need to be able to undertake minor repairs, and be prepared to work inside and outside to undertake tasks which will require physical fitness.
- Undertake tasks, which will include; planned, and emergency maintenance work, cleaning, Health & Safety checks, movement of stock, statutory checks and check school systems such as heating and lighting.
- Need to be flexible in your approach to the daily tasks
- Locking and unlocking for school lettings
- Driving/maintaining the school minibus

No specific qualifications are required however evidence of trade certification and hands on experience of a wide range of maintenance/janitorial functions would be desirable.

All positions at Wyvern School are subject to a DBS check, pre-employment health check and the receipt of satisfactory references. Visits to the school are welcome and encouraged so, if you would like to come and meet us and hear first-hand what it is like to work at Wyvern then please contact the school on 01908 312275 to arrange a mutually convenient time.

Application packs are available to download from our website: www.wyvernschool.org or you can request an application pack by emailing Ann Lewis, School Business Manager a.lewis@wyvernschool.org (if you need a paper copy, these will be available to collect from the school office from 15th April.

Closing date: 12 noon on Friday, 19th April 2024
(we reserve the right to close the applications early if the right person applies)
Interviews will be held during week commencing 22nd April 2024

Wyvern School is committed to safeguarding children and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer. The successful applicant will require an enhanced DBS. All applications will be subject to rigorous Safer Recruitment principles.