



Westbury Lane
Newport Pagnell
MK16 8PS

Tel: 01908 616060

e-mail: admin@portfields.org

website: www.portfieldsprimaryschool.org

Headteacher: Sarah Folkard BA NPQH MA

Caretaker (Interim) Fixed Term until 20th December 2024

Start Date: Immediately

Hourly rate of pay: £12.80

20 Hours per week- 2.30pm-6.30pm

Term Time only (with opportunity to work overtime during the summer holiday period)

We are looking for someone who will:

- be proactive in maintaining the school site
- work together with the site manager
- be organised and able to follow a schedule
- have a positive 'can do' attitude
- be responsible for site security and lock up

We can offer you:

- highly capable, welcoming and supportive colleagues
- a focus on wellbeing for all children and staff
- enthusiastic, well-behaved children and supportive families
- positive and calm working environment
- full induction of the school and role
- SAS wellbeing support and trained Mental-Health First Aiders
- supervision
- opportunities for career development

This is an excellent opportunity for the successful candidate to develop their skills in a caring and supportive school.

Visits to the school are encouraged. If you wish to arrange a visit, discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact personnel on personnel@portfields.org or 01908 616060

Closing date: Thursday 2nd May 2024 Interviews: Tuesday 7th May 2024

Please apply via My New Term: <https://mynewterm.com/jobs/131718/EDV-2024-PPS-16509>

Safer Recruitment

Portfields Primary School is committed to safeguarding children and promoting the welfare of children and young people and expects all governors, staff and volunteers to share this commitment. All successful candidates will be subject to an enhanced DBS along with other relevant employment checks, including overseas criminal background checks, where applicable. All new governors, employees and volunteers will be required to undertake safeguarding training on induction that will be regularly updated in line with statutory guidance.

Equal Opportunities

Portfields Primary School is an equal opportunities employer and therefore operates no restrictive policies in relation to protected characteristics. It is the wish of Portfields Primary School to appoint the most suitable candidate from all the candidates offering themselves for appointment.