

Stedham Primary School

Part of the Weald and Downland Schools Federation



Caretaker/Premises Officer

Job details

Closing Date: 9th December, 2022

Interview Date: 15th/16th December, 2022

Job Start Date: January 2023

Contract/Hours: Part-time, Term time only + 6 weeks

Salary Type: NJC Support Staff

Salary Details: Grade 4/5 dependent on experience – (£21,575 - £22,777 pro rata)

Hours of Work: 10-12 hours per week over 5 days

Location of Role: Stedham Primary School

Main purpose

We are looking for a Caretaker/Premises Officer who will carry out a full range of duties, providing high standards of cleanliness, general security and maintenance of the school premises. Duties to include cleaning, handyperson activities and some supervision of school cleaning staff.

This will be conducted under the general supervision of the Headteacher and Business Manager.

Key Tasks:

- Security of premises and key holding
- Assist the school in effective running of the heating
- General handyperson duties
- Replenish supplies associated with role
- Maintenance of school grounds.
- Liaison and control of external contractors

We offer a rewarding and stimulating working environment along with opportunities for professional development.

This position is initially from January 2023 until the end of the academic year July 2024.

Application Procedure

Further information is available by email sbm@stedham.w-sussex.sch.uk or by phoning the school office on 01730 813522.

Stedham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to Disclosure and Barring Services checks along with other relevant employment checks.