



Villiers HIGH SCHOOL
“For life, not school, we learn”



INVESTORS
IN PEOPLE

Accredited
Until 2019

Caretaker

Job title:	Caretaker
Grade:	£20,808 to £22,566 per annum
Hours:	31 hours per week flexible (required to work on evenings/weekends including 8 hours on Sat/Sun and 5 hour shifts for 3 days or 7.5 hours over 2 days over the working week) Timing is negotiable
Contract:	2 years fixed term
Start date:	Week commencing 29 th April (subject to successful pre-employment checks)
Responsible to:	Site Manager

Villiers High School is looking to appoint a professional, self-motivated and organised person to assist the Site Manager on all aspects of maintenance and development of the school site, along with the management for health and safety. The successful candidate will contribute by assisting in the organising of the caretaking/cleaning team and undertaking effective supervision, caretaking maintenance, Health & Safety and managing site security. The applicant will also cover lettings as part of their role.

The successful candidate is expected to have good communication and be able to make an immediate start. Good knowledge of health and safety is desirable to ensure statutory tests are carried out and accurate records maintained.

We are offering an exciting opportunity for the right person with a positive can-do attitude. **The successful candidate will need to:**

- * Be resilient, flexible and demonstrate an ability to work in a busy environment
- * Be methodical and well organised
- * Be punctual and have excellent communication skills

In return you will receive:

- * The support of committed, dedicated and friendly colleagues
- * A school which is reflective and striving for continual improvement

Deadline for applications is Monday 22nd April 2019

Interview date will be confirmed once shortlisting has taken place

If you are interested in this role and would like to know more or want to book a visit, please contact Miss Amrit Growan, on 020 8867 9076 or Mr Andrew Rogers on 020 8813 8001 ext 306. You can also email HR@villiers.ealing.sch.uk for further details including the job description, person specification and an application form. **Please note we do not accept CVs.** We look forward to hearing from you.

The school is committed to the promotion of equal opportunities and diversity. We have a clear commitment to safeguarding and promoting the welfare of children and young people. You will be required to apply for an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as Criminals Records Bureau). Further information can be found at: www.gov.uk.

