



ASSISTANT CARETAKER

START DATE: MARCH 2024

6.30 am – 8.30 am (10 hours per week). Term time only but with overtime by negotiation including during school holidays.

Orchard Junior School have a vacancy for an Assistant Caretaker to join our existing site team. This is a permanent post.

We are looking for a hard-working, reliable and enthusiastic person who takes pride in their work and has high standards, so that our children have a clean and safe place to learn. Experience of COSHH (Control of Substances Hazardous to Health) is an advantage. Training will be provided.

The post is 10 hours per week term time only however overtime in addition to these hours can be negotiated including during school holidays. Duties will include deputising for the Site Manager, undertaking statutory checks such as fire alarm testing, legionella testing, morning safety checks, basic portorage, routine maintenance, minor pruning, litter picking, clearing of leaves etc. In addition to this, cleaning an area of the school at the beginning of the school day from 6.30 am until 8.30 am. Duties will include emptying of bins, cleaning touchpoints, toilets, classroom tables etc. The ideal applicant should be flexible and available to help at other times where possible.

You will work in conjunction with the Site Manager to ensure the school is cleaned to a high standard and compliant with all health and safety requirements. You may be required to support with adverse weather precautions. Moving stock and school equipment within the school, monitoring stocks of cleaning products and personal protective equipment (PPE) as per the instructions of the line manager. You will need to be proactive in reporting defects and taking remedial action.

The ideal candidate would be both a keyholder and willing to be a first aider (following appropriate training).

The pay scale for the role is Grade B, step 1. Actual starting salary £5,270.

Orchard Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

If you are interested, please apply using the application pack available on our school website www.orchardjunior.com or alternatively contact Angela Symes School Business Manager, by email angela.symes@orchardjunior.com or telephone 023 8084 3162 to request an application pack.

The closing date for applications is 12 noon on Monday 5th February 2024.
Interview date Thursday 8th February 2024.

Application forms available: via the school website www.orchardjunior.com – please return to Angela Symes, School Business Manager, angela.symes@orchardjunior.com

Closing date for applications: 12 noon Monday 5th February 2024

Interview date: Thursday 8th February 2024