

## **Are you looking for a new and exciting (part time) challenge?**

Bramley CofE VA Infant and Nursery School are looking to appoint a reliable, friendly, enthusiastic and efficient caretaker who is keen to contribute positively to the life of the school. This is a great opportunity to be a part of a friendly team, and to work in our outstanding school.



Ideally you will have some handyman experience in a similar role or can demonstrate a keen interest and capability to carry out basic maintenance and DIY tasks, and an awareness of Health and Safety. The successful candidate will be reliable and able to work on their own initiative while able to communicate effectively with a wide range of people. The candidate will be helping to ensure the security of the school buildings and health and safety compliance, while carrying out a programme of maintenance work and monitoring the repair and maintenance work of others as directed by the Head Teacher. As a key holder, the role will also include security of the school premises including all buildings and contents.

The attached job description and person specification outlines the main aspects of the role.

We are currently able to offer external tours of the school out of school hours, please contact the school office (01483 892346) to arrange.

### **Caretaker/Premises Assistant**

Surrey Pay Scale: PS3 £17,663 to £18,607 Full Time Equivalent.

Pro Rata: £7,850 to £8,269 (based on 16 hours a week, 52 weeks).

Holiday Entitlement: 5.6 weeks plus Bank Holidays (to be taken during school holidays).

Permanent contract: Required from 14<sup>th</sup> December 2020.

Standard Hours: Term Time Hours: Monday to Friday 7:15am-10:15am, plus 1 hour by mutual agreement.

Holiday Hours: Hours during school closure by agreement with Head Teacher to meet school needs, option to condense hours.

Temporary Additional Hours:

Temporary extra hours required, during Term Time until 20th July 2021 to meet Covid 19 Health and Safety requirements. 5 additional hours per week, extending the working day Monday to Friday until 11:15am. This will be paid as overtime in addition to the salary above.

Closing Date for applications is Friday 20th November 2020. Interview will take place on Thursday 26<sup>th</sup> November 2020. Interviews may be virtual depending on government policy at that time. We reserve the right to appoint prior to the closing date.

Safeguarding Statement: Bramley C of E Infant and Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. This post requires an enhanced DBS check.