

LITTLE HEATH SCHOOL
Little Heath Road, Tilehurst
Reading, Berkshire, RG31 5TY
Headteacher: Mr D J Ramsden



CARETAKER – GENERAL MAINTENANCE

Immediate start

Grade D/WBC Spinal Points 5-9, £19,650 p.a. 37 hours per week (throughout the year)

We are seeking to appoint an enthusiastic and efficient Maintenance/Caretaking Officer to work in support of the school Premises Team. In order to effectively fulfil their duties, the job holder will be required to work flexibly and collaboratively with various staff across the whole of the school community. Hours will vary with some early mornings and late afternoons being required.

The person we are seeking will undertake general caretaking duties, which include:

- undertaking planned proactive and reactive maintenance and improvement work that is within the level of competence of the jobholder;
- providing information on condition of furniture and fittings, and repair as required;
- detecting building defects, reporting them to the Premises Manager if appropriate, undertaking repairs within level of competence;
- liaising with, and monitoring the work of, contractors who attend site to carry out repairs, maintenance and improvement works;
- liaising as necessary with the cleaning contractor over day to day requirements and standards, reporting any unresolved or ongoing problems to the Premises Manager;
- acting as a school key holder, unlocking and/or locking up and securing the site, should the other Premises officers be unavailable;
- undertaking any necessary action as directed by the Premises Manager in the event of bad weather or emergencies.

Little Heath School is a highly successful comprehensive school (1650 on roll, including 380 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. As a school, we pride ourselves on our strong Professional Development programme, believing that support staff need to be able to develop their own practice collaboratively with others.

Little Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Little Heath School Governing Body is an equal opportunities employer. Appointments are subject to satisfactory pre-employment checks and the successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For an application form and information pack please email recruitment@littleheath.org.uk . Please address supporting letter of application to the Headteacher. Please apply as soon as possible as applications will be considered upon receipt.