

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, £21,575.00 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 (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. The school has recently benefited from a significant and transformational building project, opening a new £15 million main block in spring 2021. New staff will also be given their own laptop to work on and their own classroom base when they join.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks

For an application form and information pack please email recruitment@littleheath.org.uk . Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is Friday 17th March 2023. We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.