**![swaythling%20logo2[1]]()**

* **Interview Date(s):**TBC
* **Job Start Date:**ASAP
* **Contract/Hours:**27
* **Salary Type:**Grade 7, £13.44 per hour
* **Hours of Work:**TBC
* **Location of Role:**Swaythling Primary School, Southampton
* **Contact e-mail address:**anna.laycock@swaythlingprimary.org

**Job/Person Summary**

We are seeking to appoint an enthusiastic, friendly, reliable and resourceful person, who ideally has recent experience of working as a Caretaker or Site Manager in a school, although full training can be provided for the right candidate. They will take pride in the site, have high standards and be proactive.

The role is for 27 hours per week working on a split shift in order to meet the requirements of the School. There is a degree of flexibility on specific timings which can be negotiated, however it will include occasions and events where the school will need to be open later in the evening. This will be a 52 week contract with holidays taken during school holidays.

The school is a part of the Aspire Community Trust- a co-operative trust of Southampton maintained schools.

**What is it like to attend this school?**

*Pupils are happy and enjoy learning. They like coming to school because teachers help them to understand what they are learning. Pupils benefit from the many trips and visitors to the school that bring their learning to life.* (OFSTED 2020)

**The successful candidate will:**

* Be able to effectively manage the school site, buildings and grounds
* Be the principal key holder, responsible for access to, and security of, the school site including emergency and out of hours call-outs as required
* Carry out Health & Safety checks/procedures and maintain accurate online and paper records
* Take a pride in helping to maintain and develop our buildings and grounds
* Have good DIY skills, undertake a range of repairs, maintenance and decorating
* Work effectively as part of a highly successful school team
* Line manage the cleaning team to ensure consistently high standards of cleanliness
* Arrange and supervise various external contractors on-site
* Strategic overview of property maintenance – can identify project work required in school and schedule accordingly
* Be expected to open and close the site at the start and end of the school day, ensuring the site is safe, secure and ready for learning.
* Be adaptable and flexible with hours to ensure key events and occasions are covered. (pre-arranged and agreed together)
* Be responsible for oversight of all site related health and safety matters in key areas (e.g. step ladder training, moving and handling as examples)
* Working closely with the office team

**We are looking for a candidate with the following skills / qualities:**

* Excellent interpersonal skills
* Hardworking and resilient
* Resourceful and capable of managing / prioritising workload

**Application Procedure**

Application packs are available on request by emailing recruitment@swaythlingprimary.org. If you require further details or wish to arrange a school visit please call the School Office on 023 8055 2252.