

Caretaker (Non-resident)

Hatchside School

36 hours per week (6.30am – 10.30am and 2.50pm – 6.00pm Monday to Thursday and 2.40pm-6.00pm Friday) Split Shift or different hours could be considered for the right candidate

52 weeks per year

Scale NJC4, points 7-10 (£27,855 - £29,139)

(Regular Letting Opportunities available across the Trust, out of school hours, during weekends etc.)

We are seeking to appoint an enthusiastic, professional and highly motivated Caretaker to provide outstanding safe and secure facilities to the students, staff, parents and carers at Hatchside School in Newbury Park which is an Early Years school and has recently reached its designated full capacity of 64 children across EYFS and KS1. The role is an integral part of the School, keeping the grounds clean, safe and secure. Experience in delivering an excellent service, a warm demeanour, exceptional communication skills, an eye for detail and the ability to use initiative in a fast-paced environment is essential.

Duties will include:

- Carrying out security procedures for school buildings and grounds, including opening and closing of the premises.
- Regular checking the proper operation and function of fire and security equipment ensuring emergency exits are not obstructed.
- General maintenance duties around the school and its grounds, including cleaning and repair work.
- Regular monitoring in relation to the daily health and safety checks around the school's premises.
- Supervision of a small team of cleaners.
- Opportunities for additional income related to lettings of the school.

This is an exciting time to join our outstanding special Astrum Multi Academy Trust; we highly value our workforce and are committed to the support and development of all our staff through our dedication to high quality continued professional development which ensures the best outcomes for staff and therefore high-quality provision and experiences to our children and young people and their families.

For an informal discussion about this post please contact Sandra Mallett – Trust Business Lead on 07931 503800.

Completed application forms should be returned to the HR Department at Astrum Multi Academy Trust, Hatchside School, Aldborough Road, Newbury Park, IG2 7SR, or emailed to recruitment@astrum-mat.org.

Closing Date: 15th March 2024, 10am

Interviews to be carried out: **TBC**

The school is strongly committed to Safeguarding and Promoting the Welfare of Children and Young People. The successful applicant shall be required to undertake an enhanced DBS disclosure and other safer recruitment checks

HATCHSIDE SCHOOL

HEAD OF SCHOOL: Vicky Mummery

EMAIL: admin.hatchside@astrum-mat.org

TEL: 020 8590 7272

Aldborough Road North, Newbury Park, Ilford IG2 7SR