

Caretaker (Non-resident)

Hatchside Academy – Juniors (Newbury Park)

36 hours per week (6.00am – 2.00pm, Monday - Friday)

Split Shift or different hours could be considered for the right candidate

52.14 weeks per year

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

(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 KS1/2. The role is an integral part of the School, keeping the grounds clean, safe and secure. Experience in delivering an excellent service, a warm demeanor, 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 Dean Holden on 07931 503795.

For more information and an application form please go to [Join Us](#). Completed application forms should be returned to the HR Department at Astrum Multi Academy Trust, 161 Gresham Drive, Romford, Essex, RM5 4TR or emailed to recruitment@astrum-mat.org.

Closing Date: 18th November 2024, 10am

Interviews to be carried out: **W/C 25th November 2024**

**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**