

Job Title:	School Caretaker
School:	Downsview Primary and Nursery School
Grade Range:	Grade 5 – Scp 13 (£34,104)
Contract:	Permanent
Hours per week:	36 hours (10.30-6.30pm) - Full-time – All Year Round – 1hour UNPAID lunch break
Reports to:	Site Manager

We are looking for a reliable and trustworthy individual to join our dedicated team as a School Caretaker at our vibrant and inclusive primary school in Croydon. Our welcoming, dog friendly school community thrives on positivity and we are seeking someone who is committed to maintaining a clean, safe and functional environment for both staff and students. If you're proactive, dependable and passionate about upholding a secure and supportive space for all, we'd love to hear from you.

Key Responsibilities: *Please note: Additional responsibilities will be assigned based on the needs of the school (please see job description).*

- **Maintenance:** Assist with daily maintenance tasks, including general cleaning, clearing pathways of snow and ice, and carrying out minor repairs.
- **Health and Safety:** Proactively uphold health and safety standards across the school site.
- **Security:** Ensure the premises are secure by locking doors, windows, gates, and conducting a security sweep before locking up and setting the alarm at the end of the day.
- **Room Setup:** Set up and clear rooms for events, move equipment, and ensure spaces are prepared for use.
- **Cleaning Supervision:** Oversee in-house cleaners, manage cleaning rotas, and provide necessary communication in the absence of the Site Manager.
- **Deputising for the Site Manager:** Step into the Site Manager's role when needed, ensuring tasks are prioritised and completed efficiently.
- **Fire Warden Duties:** Undertake fire warden responsibilities during fire drills and alarms, ensuring safety protocols are followed.

Additional Responsibilities (full duties can be found in the FULL Job Description document):

- Opening and closing school buildings, gates, and internal rooms.
- Managing heating and lighting systems, maintaining relevant documentation.
- Undertaking minor repairs and maintenance tasks as instructed by the Site Manager.

Key Skills and Abilities:

- Ability to work independently and manage your own workload effectively.
- Basic maintenance and handyman skills.
- Positive, friendly attitude with a good sense of humour.
- Strong verbal communication skills, able to work well with staff, students, and external contractors.
- Good physical fitness and stamina to meet the demands of the role.

Additional Information:

- **Holidays:** Holidays must be taken during non-term time. The Christmas break is a compulsory holiday period.
- **Training:** A willingness to undertake relevant training courses for the role will be required.

Interviews: As applications are received

Our Commitment to Diversity:

At Downsview, we celebrate the rich diversity of our school community. We are committed to promoting equality and inclusivity in all aspects of our work and encourage applications from individuals of all backgrounds and experiences.

How to Apply:

If you are ready to take on this role and make a significant impact in our school community, we invite you to apply. Please submit your application and personal statement detailing your relevant experience to hr@downsview.croydon.sch.uk

Join us in our mission to provide an outstanding educational experience for our pupils at Downsview Primary and Nursery School!

Downsview Primary School is committed to safeguarding and promoting the welfare of children.

The successful candidate will be subject to an enhanced DBS check and satisfactory references.