



## SCHOOL CARETAKERS

***Barham Primary School is looking to appoint 2 experienced School Caretakers with energy, stamina and good work ethic to join our school as soon as possible***

**Hours of work: Full-time 36 Hours per week :**

**Caretaker 1: 7.00am to 3.30pm**

**including 1 hour unpaid lunchbreak & 10 minute break = 7.20 hours per day**

**Caretaker 2: 9.30am to 6.00pm**

**including 1 hour unpaid lunchbreak & 10 minute break = 7.20 hours per day**

**Level 2: Spinal Column Points 3 – 4 (£24,027per annum-£24,404 per annum)  
+ London Weighting Allowance £2,230**

### The role

- Maintaining clean, safe and secure school premises, which includes number of buildings and large area of grounds.
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portage, and minor repairs.
- Mentoring of cleaning staff.
- Promoting health and safety within the school site.
- Supervising external contractors as instructed.
- Locking and unlocking the buildings, as required.
- Supervising school hire during out of school hours
- Assisting users with setting up facilities such as chairs, tables etc.
- Deal with day to day establishment requirements and problems that may arise.
- Undertaking minor repairs to fixtures and fittings.
- Monitoring the premises for any hazards, carrying out repairs or reporting.
- Assist with the promoting of the school's Health and Safety Policies and Procedures

### What Barham Primary school can offer you

- Friendly, hard-working staff and leaders who strive to ensure that both pupils and staff enjoy coming to school.
- We are passionate about supporting our staff development and success through care and guidance.
- A working environment that values wellbeing and supports work-life balance.

**Interim Executive Headteacher:** Georgina Elizabeth Nutton MBA NPQEL  
**Interim Head of School:** Jayshree Thakore NPQH

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- A chance to undertake training in Health and safety items such as Evacuation procedures, Local Asbestos management and site related issues via variety of training providers both on and off site.
- Career progression opportunities.
- Exceptionally well-behaved children who love to learn.
- A relaxed, environment where all adults are equally valued and supported.

**The right person for the job - We are looking for someone who is:**

- Caring and patient, with a positive attitude
- Flexible, patient and is confident to use their initiative
- Has good levels of literacy and numeracy
- Committed to team building and developing good relationships
- Keen to learn and develop their role
- Work with in and have a working knowledge of the schools safe guarding requirements
- Hard working and proactive
- Flexible in a busy school environment
- Friendly and wants to be part of a team, who embodies our schools' values, vision.
- Clear and has strong communication skills

**Your Application:** If you are interested in applying for this position, please *visit our website for an application pack and return completed application forms to [admin@barham.brent.sch.uk](mailto:admin@barham.brent.sch.uk)*. We do not accept CV's. You will need to:

- Address all that you have read in the advert
- Address all the items set out in the Person Specification (as supplied)
- Tell us about you and what you have to offer
- Have a little knowledge about Barham Primary School

**Visit our website for an application pack [www.barhamprimary.co.uk](http://www.barhamprimary.co.uk)**

**Completed application forms should be emailed to [admin@barham.brent.sch.uk](mailto:admin@barham.brent.sch.uk)**

Closing date: 9am on Thursday 22<sup>nd</sup> May 2025.

Shortlisted applicants will be contacted to arrange interviews

***Barham is a Safeguarding School committed to promoting the welfare of children.  
All appointments are subject to satisfactory references and enhanced DBS checks.  
Successfully shortlisted candidates will be required to fill in a pre-interview self declaration form.  
The school will also conduct an internet search for all shortlisted candidates***

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