



Vacancy Position

Caretaker x 2

Locations

Porters Grange Primary School & Nursery, Lancaster Gardens, Southend-on-Sea SS1 2NS

Friars Primary School & Nursery, Constable Way, Shoeburyness, Essex SS3 9XX

Salary

Range: Level 5, points 7 – 12 - £24,294 to £26,421 per annum

Hours of work

This role is full time, 37 hours per week, Monday to Friday, 52 weeks per year.

The hours of work will be between 7:00am to 11:00am and from 2:35pm to 6pm.

Between 11am and 2:35pm will be unpaid break time and you would be free to leave site if you wish too.

There may also be the requirement to cover external evening/weekend lettings on an overtime basis.

Start Date

As soon as possible

About the role

We are looking to appoint 2 enthusiastic Caretakers to support the multi academy trust (MAT) at Porters Grange Primary School & Nursery and Friars Primary School & Nursery. The successful applicant will:

- Be a team player who takes pride in the appearance and maintenance of the MAT's buildings and grounds.
- Be an enthusiastic, approachable, highly motivated and flexible individual who possesses general building maintenance and caretaking skills.
- Have a good range of DIY skills such as electrical work, decorating, minor plumbing and carpentry.
- Possess good communication skills as you will be liaising with contractors and tradesmen as well as students and staff.





- You should also have an awareness of COSHH, safe manual handling practices and Health and Safety.

Duties may also include general cleaning, dealing with spillages, blockages, locking and unlocking the sites and any ad-hoc duties that may be required.

Reporting to the Estates and Facilities Manager

A full driving licence and use of your own car is essential as you may be required to attend site outside of normal working hours or other Portico schools to support other sites.

For more information about the role and a description of the type of candidate we are looking for please see the attached Job Description and Person Specification for more detail.

For an informal discussion regarding any aspect of the role, please contact Rebecca Sanderson, Director of HR on 01702 987890 x310.

If you wish to apply for this role, please contact Rebecca Sanderson for an application pack at recruitment@porticoacademytrust.co.uk or telephone 01702 987890 x310.

Closing Date: 3rd September 2024, midday

Interview Date: Week Commencing 9 September 2024

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience. Please be clear in your cover letter and application form which school you are applying for.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

