

LIPA MULTI-ACADEMY TRUST

Estates Assistant (Caretaker)

Liverpool

£24,790 to £25,183 (NJC point 5-6)

Full-time 37.5 hours per week (Monday to Friday), 52 weeks

10:30am-6:30pm

The LIPA Multi-Academy Trust consists of the LIPA Sixth Form College and the LIPA School. We are looking for a motivated and enthusiastic individual to join our Estates team as an Estates Assistant/Caretaker. The post holder will be expected to perform a wide variety of facilities services across our sites, which are situated in close proximity to each other.

You will report to the Estates Manager and will be responsible for assisting with all aspects of school's estates maintenance, ground maintenance, cleaning and security. This includes ensuring that our buildings, grounds, outlying premises, systems and services are well maintained, safe and secure.

Routine tasks include locking and unlocking the premises; facilitating emergency access and undertaking security checks, minor/simple repairs including redecorating, minor plumbing, changing light bulbs, unblocking drains, preventative planned maintenance, undertaking emergency cleaning, litter picking and portering (moving furniture, equipment and school resources) and associated duties as required.

The ideal candidate will have experience of building maintenance in a caretaker / handyman's role or similar, or a background in one or more trades and/or very good DIY skills across the various disciplines. You will need an eye for detail and good communication skills both verbal and written with the ability to record information accurately on worksheets and computer-based systems. Experience of working as part of a team in a customer focused environment with an understanding of health, safety and statutory building compliance would be beneficial. You will be flexible in your approach to your work and working hours.

The postholder will treat all users of the multi-academy trust with courtesy and consideration and have a positive approach which contributes to a welcoming school environment and supports equal opportunities.

In return we offer a salary commensurate with experience, generous pension, and holiday entitlement and friendly working environment.

41 Upper Duke Street
Liverpool L1 9DY
T: 0151 958 0020

Company no: 08825752 [Registered in England & Wales]

You will need be able to obtain satisfactory DBS clearance for this position.

Closing date for applications: Monday 6th January 2025 at 12pm.

Early application is advised as this vacancy may close early if we receive a good response.

You can download the attached application form and further details for this post. CVs will not be accepted. Please can you email your application to hr-enquiries@lipaprimary.org.

Our commitment to Equal Opportunities

As an equal opportunity's employer, LIPA MAT is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are committed to working together to create an inclusive environment that offers equitable opportunities for all.

Appointments will always be made on merit.

41 Upper Duke Street
Liverpool L1 9DY
T: 0151 958 0020

Company no: 08825752 [Registered in England & Wales]