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| **Job vacancy title** | **Handyperson** |
| **Number on roll** | 426 |
| **Salary** | Grade D (SCP 4-6),  £11.98-£12.38 per hour,  Full time Equivalent: £23,114-£23,893 per annum  Actual Pay £7,496- £7,749  Plus enrolment into the local government pension scheme. |
| **Hours** | 12 hours per week  52 weeks per year  See below for more detail |
| **Contract type** | Permanent |
| **Commencement date** | ASAP |
| **Advertisement closing date** | Open ended |
| **Interview date (if known)** | To be confirmed |
| We wish to appoint a skilled, reliable and self-motivated handyperson/caretaker, to undertake general maintenance of the school building and facilities, offer practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings.  We have a friendly, supportive and dynamic team of staff who are dedicated to making learning challenging, exciting, infectious and fun. We are a compassionate school dedicated to meeting the needs of all pupils and are committed to the welfare of our staff. We continually build towards our vision of “Growing together in wisdom and love; discovering life in all its fullness.”  The successful applicant will be committed to ensuring our school’s high standards are reflected in an inspiring, safe and well-maintained environment for children, staff and visitors.  The hours are likely to be 4:30-8:30pm for 3 days a week, which must include a Friday with flexibility on which weekday the other 4 hours are worked.  **We wish to appoint someone who:**   * Possesses a good standard of knowledge and skills of routine maintenance and security of buildings and grounds; * Has good decision making skills, to make basic work decisions about security problems and minor maintenance jobs and recommend repairs and maintenance or safety measures; * Is capable of completing general maintenance / cleaning and portering duties throughout the school and grounds; * Can make use of creative skills to resolve routine problems / issues such as undertaking repairs, attending alarm call outs, dealing with an emergency maintenance situation; * Can build positive relationships with staff and is able to relate to children and adults well. * Can be flexible in their working hours to meet the changing needs of the school. * Values teaching and learning opportunities for all. * Can support our values of respect, kindness, courage, creativity and love and is sympathetic to our Christian foundation.   **Your duties would include:**   * Acting as a key holder for the site, ensuring security at all times, including the operation of the alarms. Availability for call-out to be discussed at interview and will not be mandatory; * Undertaking routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary; * Undertaking occasional gardening duties; * Attending site meetings as required; * Undertaking the efficient operation of the heating system, ensuring its good working order; * Record and monitoring gas/electricity/water(as applicable) meter readings/returns as required by the Authority; * Arranging rooms for meetings, exams, lettings and programme teaching use; * Assisting in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. * Ensuring, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times; * Carrying out any other duties arising from use of the buildings or grounds.   **We can offer you:**   * A friendly, collaborative environment where all professionals work as a team. * The opportunity to be part of an enthusiastic, highly motivated and professional team of staff and trustees * The opportunity to make a difference to the provision of an excellent educational experience for all our pupils * Membership of the Local Government Pension Scheme.   We welcome visits to the school and to talk with staff. To arrange a visit please call 01666 823514 or email hr@malmesbury-pri.wilts.sch.uk  An application pack is available from the school’s website ([www.malmesburyprimaryschool.co.uk](http://www.malmesburyprimaryschool.co.uk)) or by contacting the school office on 01666 823514.  **Malmesbury C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure And Barring Service check before appointment is confirmed.** | |