



## Vacancy – Lead Caretaker

### Location

Hamstel Infant & Nursery and Hamstel Junior School, Hamstel Road, Southend-on-Sea, Essex SS2 4PQ

### Salary

Range: Level 6 Points 13 to 20 - £28,163 to £31,586

### 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 6:30am and 6pm. The postholder will need to have a flexible approach to their working hours within this time. The 37 hours per week will be split equally over Monday to Friday but the start and finish times daily may change based on the needs of the role and the Trust. They will be agreed with the Director of Estates.

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 an enthusiastic Lead Caretaker to support the multi academy trust (MAT) working primarily within Hamstel Infant School & Nursery and Hamstel Junior School.

The successful applicant will:

- Contribute to the smooth running of the trusts schools by organising and leading the daily activities of the wider site team, and taking ownership of swimming pool operations.
- 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 site caretakers, 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 Director of Estates.

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.

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.

If you wish to apply for this role or would like to discuss the role any further, please contact Rebecca Sanderson for an application pack at [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk) or telephone 01702 987890 x310.

**Closing Date:** 23 June 2025 at midday

**Interview Date:** 26th June 2025

We reserve the right to close this advertisement early if we receive a high volume of suitable applications or are able to fill the position faster than originally anticipated.

**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.**

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.

## Application Documents

Support Staff Application Form

Lead Caretaker Job Description

Lead Caretaker Person Specification

## Application Email

Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)



01702 987890



[office@porticoacademytrust.co.uk](mailto:office@porticoacademytrust.co.uk)



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