



St Martin's
School

Be the best you can be

Executive Headteacher:
Jamie Foster BSc Hons NPQH

Tel: 01277 238300
Fax: 01277 238301

Maintenance (Caretaker)

Required: As soon as possible

Salary range: LGS point 5 £25,808 - £27,110 (includes outer fringe allowance)

Full time : 37 hours a week. 52.14 weeks per year

Monday to Thursday 10am – 6pm Friday 10am – 5.30pm

We are looking to appoint a reliable individual to work as part of an established and busy site team.

You will be expected to provide caretaking, security and maintenance support to a large site. The role will include staff supervision, ordering of equipment and supplies, adherence to Health and Safety Regulations, reporting to line management and managing the complaints procedure. The successful candidate will also undertake cleaning within the school according to Codes and Procedures using a variety of methods including machinery and adhering to safety regulations.

A positive and flexible approach is required along with the relevant technical expertise including IT skills. Good interpersonal skills and a strong knowledge and experience of Health and Safety is essential.

The successful candidates will need to have:

- ❖ Enthusiasm for maintaining a large school environment to a high standard to support children's learning.
- ❖ The ability to use your own initiative, be able to prioritise your workload and work effectively as part of a team that looks after the safety and welfare of the site.
- ❖ Good DIY skills.
- ❖ A physical fitness to undertake some heavy lifting, moving, and handling.
- ❖ A willingness to participate in training and development.

It is our policy to only recruit staff to permanent positions via a direct application, not through an agency placement. We reserve the right to close this vacancy early upon appointment of a successful applicant.

Application forms are available via TES.com or essexschoolsjobs.co.uk

Your normal place of work is at St Martin's School, however, the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer.

The Local Schools Committee will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Closing date: Friday 1st March 2024

St Martin's School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.