



Vacancy Premises Officer/Caretaker

Would you, or someone you know, like to work part time and be part of our school community?

We would like to appoint a conscientious, dedicated Premises Officer/Caretaker to join our school team. We are looking for a practical and well-motivated person who can work on his or her own initiative.

Your role will ensure that the school environment is cared for and maintained to a high standard. Your personal qualities will include versatility, good communication skills, and a commitment to the role.

We are a fantastic school to work in, with supportive staff and friendly children. We think that you will find that we have something a bit special, a 'family atmosphere' that comes from being a small school.

Ofsted have recently commented that *'Pupils are proud to attend this nurturing and inclusive school'*.

The successful applicant will;

- Possess some appropriate skills such as; maintenance, D.I.Y., caretaking and gardening
- Be able to learn new skills appropriate to the role
- Be flexible to meet the needs of the school

Training will be provided as required for the successful candidate.

Location: West Green Primary School, West Green, Crawley, RH11 7EL

Grade: 4 point 5 £23,500 plus Crawley Weighting allowance £561.00 per annum, pro rata for hours worked (approx. £8,097 per annum)

Hours: 15 hours week, Monday to Friday, year round with 23 days paid annual leave

Working hours to be agreed with the successful candidate, but they must be available to open the school and conduct opening up daily checks from 7am to 8am.

Please see our application pack for full details of hours, salary and full job description.

To apply – please complete the application form and email to:

sbm@westgreenprimary.com

or post to

Headteacher, West Green Primary School, West Green Drive, Crawley, West Sussex, RH11 7EL

Timescale

Closing date: Friday 4th October 2024

Interviews: ASAP – if suitable applications are received we will interview straight away

Should you have any queries or wish to have an informal discussion about this post, please contact Annette Tomsett, Business Manager by email
sbm@westgreenprimary.com

This appointment will be subject to the school receiving satisfactory references and proof of right to work in the UK.

West Green Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment.

All appointments are subject to pre-employment checks, including an enhanced Disclosure and Barring Service with barred lists check.

In line with guidance in 'Keeping Children Safe in Education' any shortlisted candidates will be subject to online searches as part of due diligence ahead of interview.

West Green is committed to equal opportunities; we welcome applications regardless of ability, age, gender, ethnicity, sexual orientation or religion.