

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

115 St Mary's Lane

Upminster RM14 2QB

Telephone: 01708 220277

Email: office@st-josephs.havering.sch.uk

School Keeper

Required from 19th April or earlier

Grade: Grade 4 Point 7

Salary: £22 995

Hours 35 hrs/week x 52 weeks per year

We invite applications from an enthusiastic and committed person who will take pride in how the school looks and functions. The successful applicant will:

- be responsible for the security and maintenance of the whole school site;
- contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site;
- be proactive and well-motivated;
- possess good people skills;
- have an understanding of health & safety issues and a basic knowledge of ICT;

Duties will include:

- day to day running of the school site;
- implementing health & safety;
- general DIY & building maintenance;
- portering;
- an overview of grounds maintenance;
- dealing with contractors;
- day to day monitoring of the work of a team of cleaners and a section of cleaning;
- knowledge of building regulations;
- managing workloads;
- being available for school and PFA events in the evenings and also for our Summer and Christmas Fayres which are held on Saturdays.

Please apply online, taking into account the job profile and person specification which are attached to this advert. If you experience difficulties, please contact Schools HR on 01708 434255.

Visits to the school are encouraged. Please phone to make an appointment: 01708 220277

Closing date for applications: Friday 25th February 2022

Interviews: Week beginning Monday 28th February 2022