



Caretaker / Site Manager

Salary:	Scale 3 Point 14 - 17 (£16,231 to £17,372)
Start Date:	As soon as possible
Contract Type:	Part-Time 30 hours per week
Contract Term:	Full Time
Closing Date	3 rd December 2015
Interview Dates:	TBC

We are looking to appoint a reliable, dedicated and enthusiastic individual to join our school.

The key responsibilities for this role are:

- Good communication and customer service skills, able to engage with senior leaders and other staff effectively
- Understanding of buildings systems and maintenance requirements
- IT Skills – ability to work with office software
- Experience of supervising staff
- Strong problem solving skills with regards to and the ability to undertake minor building works such as laying concrete, slabs/paving, joinery and fencing, general maintenance works involving usual DIY skills and tools replacing ironmongery, glass etc., floor preparation and carpet laying, simple plumbing repairs to pipes and fittings, basic replacement of electrical fittings (e.g. plugs, sockets, switches, fuses, lights) and painting and decorating both internally and externally.
- Work to support the Health and Safety requirements of the site
- Assist with the day to day security of the site as appropriate

This vacancy would be suitable for somebody with experience of working as a site manager or a caretaker who would like to take on more responsibility.

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Copestake, which clearly demonstrates your suitability for this role. Applications can be submitted via email to ncopestake@birklandsschool.co.uk or by post, for the attention of Mr. Copestake, to the following address:

Torch Academy Gateway Trust
The Banks
Bingham
Nottingham
NG13 8BL

Birklands School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation. An enhanced DBS is required for this post.