



FOUNDED IN 1893
QUEEN MARY'S
HIGH SCHOOL

SCHOOL CARETAKER

NJC Point 17 £17,546 FTE (£11,855 pro rata)

Fixed term contract (potential for permanent post)

25 hours per week - daily commitment may vary

To start as soon as possible.

The successful candidate will provide an effective caretaking service to our outstanding and oversubscribed school.

Duties may include:

- *Locking and unlocking the school
- *Carrying out security checks on the buildings
- *Supporting in the maintenance of property and grounds
- *Carrying out and recording basic checks and helping with the maintenance of Health and Safety records.

Previous experience in DIY, minor repair work and painting and decorating would be beneficial. They will also need to be flexible regarding the need to lock up after evening events.

The normal weekly hours of work will be 1pm to 6 pm

Job description, Person specification and Application form are available from the school website or by contacting Mrs D Ody on 01922 721013 ext 237 Email: d.ody@qmhs.org.uk

Closing date: 4pm on 3rd February 2017

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.