

CARETAKER

Salary:	GLC Pay Scale, Point 12 -16 £18,479 - £20,805
Contract Type:	37 hours per week
Contract Term:	Full time, Permanent
Place of Work:	The Gateway Academy [The post holder may be required to work in any GLC Academy as reasonably required by the CEO, GLC Premises Officer]

The Gateway Academy is part of the larger Gateway Learning Community (GLC): a partnership between one secondary and four primary schools located within Tilbury and Chadwell in the borough of Thurrock to the east of London. Our mission is to offer everyone opportunities to develop as high achieving, resilient, healthy, aspirational, caring and fulfilled members of society.

We are seeking to appoint a full time resourceful, reliable caretaker with initiative and a broad range of DIY skills necessary for the effective and efficient operation of site services, including central heating, cleaning, security, portage, reallocation of furniture and equipment, minor repair and maintenance. The position involves general day to day site duties, including key holding, site security, and supervision of cleaning staff, small scale building works, repairs and painting.

The successful candidate must be able to work on his/her own initiative, have excellent organisational skills, be extremely flexible, trustworthy and reliable with a positive approach to work - as is a sense of pride in the school environment. The caretaker is responsible for ensuring the school buildings and premises are maintained to a high standard. A key part of the role is ensuring the site is Health and Safety compliant and keeping appropriate records and logs.

You will work with the Site Manager to identify and manage cyclical and on-going maintenance priorities that ensure the safety of the site at all times. It is a varied and busy role requiring flexibility, adaptability and a 'can do' approach to all tasks and you will enjoy building upon existing relationships to ensure the school has a strong bank of skilled contractors available; be able to prioritise tasks and be able to positively contribute ideas and solutions to problems that arise.

You will be willing to undertake training and we offer a full range of training courses for your professional development.

All candidates are advised to refer to the job description and person specification before making an application. Please email katie.creighton@theglc.org.uk for an application pack.

Applications should be submitted by 12 noon on Friday, 7th February 2020

The Gateway Learning Community is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment. Following safer recruitment procedures the appointment will be subject to satisfactory references, medical clearance and enhanced DBS disclosure.