



Telephone: 020 8346 8826 Fax: 020 8346 0215  
Email: [office@sttheresas.barnetmail.net](mailto:office@sttheresas.barnetmail.net) Web: [www.st-theresas.barnet.sch.uk](http://www.st-theresas.barnet.sch.uk)  
Headteacher: Mrs Linda O'Melia Deputy Headteacher: Mr James Troy

**Post Title:** School Facilities (Relief Caretaker)

**Salary:** Level 3 Grade D Unified Pay Reward Salary based on £19,917 per annum – as and when required to work as this post is to cover sickness absence

**Working Hours:** 32.5 hours per week

**Required:** As soon as possible

The Governors, staff and pupils at St. Theresa's wish to appoint an experienced and dedicated School Facilities (relief caretaker) to join our friendly and committed staff.

**We are looking for somebody who:**

- Supports the ethos of the school.
- Will ensure the smooth running of the school site and building.
- Assist with the maintenance and upkeep of the premises, including fixtures and fittings and furniture.
- Undertakes inspections to ensure necessary safe operation and that the legislative requirements are met regarding powered equipment, machinery, chemicals, ladders etc.
- Will carry out any cleaning duties that may be required both in school and on the school grounds and to carry out cleaning janitorial tasks as required.
- Has knowledge of basic premises maintenance and health and safety issues
- Must enjoy working as part of a team, be adaptable and supportive of colleagues.
- Has excellent organisation and communication skills

**Closing date:** Friday 23<sup>rd</sup> February 2018

**Interview date:** Week commencing Monday 26<sup>th</sup> February 2018

Visits to the School are warmly welcomed and encouraged.

Please email the application form to: [office@sttheresas.barnetmail.net](mailto:office@sttheresas.barnetmail.net) also please contact us if you would like to arrange a visit.

St. Theresa's is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.