



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Caretaker / Handyperson

Permanent, Part Time/Full Year 14.5 hours per week
Band 4: £19,554 to £21,166 per annum pro rata plus premium rate payment

Small enough to care, big enough to make a positive impact

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

We are seeking a skilled Caretaker / Handyperson to join our hardworking premises team to ensure the smooth running of the schools. You will have a background in maintenance, facilities or caretaking and be able to act quickly and prioritise a busy workload.

The role is a varied, challenging and interesting role, which will require flexibility and the ability to work very well within a team. You will need to be able to manage a daily workload of locking and securing all doors, windows and gates, activating and deactivating the alarm systems, maintenance checks, setting up of the hall for assemblies, lunch and events, planned repairs and reactive maintenance, dealing with contractors on site, carrying out health and safety checks and completing the associated paperwork.

The successful candidate will need to have or complete a Pool Plant Operator certificate to complete the daily testing and maintenance of the swimming pool. This is a three day course, with a follow up work based assignment.

You will work 14.5 hours per week, these can be either:

- Thursday 1415 to 2215 and Friday 1345 to 2115; OR
- Saturday 0830 to 1800 and Sunday 0830 to 1500

The working days will be agreed with the successful candidate. Hours worked after 8pm during the week and all day at weekends will be paid at a premium rate.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted by **12 noon on Monday 23 September 2019** by email to svfjobs@svlp.org.uk. It is expected that shortlisting will take place that afternoon and the interview and assessment process for shortlisted candidates will take place on Friday 27 September.

Further information about all of our current vacancies is available at <http://www.svf.org.uk/vacancies>