



Seaton Valley Federation of Schools

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

Caretaker / Handyperson

Permanent, Full-Time/Full Year 37 hours per week
Band 4: £18,870 to £20,541 per annum

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 maintenance repairs and reactive maintenance, dealing with contractors on site, carrying out health and safety checks and completing the associated paperwork.

Providing cover for third party lettings outside of core working hours (including weekends) is also an important part of the role.

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 3 day course, with follow up work based assignment.

You will work 37 hours per week on a three week rotating shift pattern, you will also need to be flexible and work one in three weekends to cover weekend lettings. You will be entitled to 25 days holiday, increasing after 5 years service to 30 days and membership of the local government pension scheme.

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 Thursday 22 November 2018**.

Further information and an application pack are available at
https://www.northeastjobs.org.uk/job/Caretaker_Seaton_Valley_Federation_of_Schools/181274