



Barnfield Primary School

Silkstream Road, Burnt Oak

HA8 0DA

Email office@barnfield.barnetmail.net

Website www.barnfieldschool.co.uk

Phone 02089526026



Headteacher: Lisa Golding
Deputy Head: Duncan Quigley

Assistant Head: Fiona Williamson
Assistant Head: Callum Moore

Caretaker to start as soon as possible **Barnet School Facilities Level 3 – Grade D**

Barnfield Primary are looking for a positive, energetic and hard-working person to join our wonderful team as our Caretaker for 36 hours per week.

We need someone who will take pride in our school and ensure that the environment is safe, clean, tidy and attractive for children, staff and families. The role will require you to have good common sense, practical skills and experience of using your own initiative.

Part of this role requires you to be a friendly face to welcome our pupils and families to school. We are therefore looking for someone who is approachable, will be embracing of our rich culturally diverse cohort, reliable, competent and trustworthy. A good sense of humour is also important! You should be willing to work overtime when required.

We offer many opportunities for staff to develop their career within our friendly and supportive team, as well as an excellent pension scheme.

Regular tasks include but are not limited to the following:

- * Coordinate the day-to-day work of the caretaking team
- * Security - general building security, opening up and key holder
- * Reactive Maintenance Activities - including responding to site security and health and safety issues to ensure a safe environment for all
- * Planned Maintenance Activities - carrying out simple system checks including water hygiene and fire.
- * Undertake a range of DIY repairs - including maintenance, decorating, carpentry, plumbing and glazing.
- * Health & Safety - compliance with policies and reporting of any unsafe activities.
- * Grounds Maintenance - litter picking, leaf clearance and snow clearance and gritting during adverse weather conditions.
- * Cleaning - emergency cleaning activities, window cleaning and emptying bins. Ensure our school is kept spotlessly clean, liaising with a team of contract cleaners.
- * Porterage - receiving and delivering goods, room set ups for events and other activities as required by the school.
- * Administration - keeping records up to date, accurate completion of timesheets.

The hours of work will be 10.00 am. until 6.10pm Monday to Friday (36 hours per week) full year (52 weeks) with 1 hour for lunch and 30 days + bank holidays annual leave FTE Salary £23,817 per annum. There may be flexibility around the advertised hours in order to meet the needs of the school for the right candidate



About the Selection Process

For a job description and application form please visit our website
www.barnfieldschool.co.uk/vacancies

Application forms must be emailed to office@barnfield.barnetmail.net CVs **will not** be accepted. Please note that we do require a full employment or work history so please use a continuation sheet if necessary.

Those candidates whose applications we are pursuing will be contacted and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

We encourage applicants to submit their applications as soon as possible.

Interviews will be arranged individually

Barnfield Primary School is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. We value and celebrate the cultural diversity of our school community, and we seek to promote equality of opportunity for all applicants.

Please note that all appointments are subject to an enhanced barred list check through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings, as well as convictions, spent or unspent. The position is also subject to two good safeguarding references (one of which must be from a current or most recent employer), medical clearance and a 6-month probationary period.

All qualifications will be verified to ensure the protection and safety of children and young people.