



# St Margaret's

Church of England Academy

London Road, Bowers Gifford, Basildon, Essex SS13 2DU

Tel: 01268-552176

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Executive Headteacher: Miss S Finch

Head of School: Mrs A Leonard

## Job Advert Caretaker

Term time, plus inset days and additional 3 weeks (42 weeks)

37 hours - Monday – Thursday 07:00 – 11:30 / 2:30 – 5:30, and Friday 07:00 – 11:00 / 2:30 – 5:30

Salary Scale 3, Point 4, £19,559.00 FTE, Actual Salary £17,968.47

In this role, you will be working within a fantastic friendly team.

Applicants must be enthusiastic, positive and able to work on their own initiative, as well as follow direction from other members of the staff team.

Applicants should have:

- Experience of caretaking and/or buildings maintenance/security
- Knowledge of First Aid
- Good reading and writing skills
- Ability to count and undertake general mathematical calculations
- Good knowledge of security, heating plant and other building systems
- Ability to undertake DIY tasks
- Ability to exchange complex verbal information clearly
- Ability to negotiate effectively to achieve best outcomes
- Excellent organisational skills
- Ability to remain calm under pressure
- Ability to supervise and monitor the work of others
- Ability to manage own time effectively
- Demonstrate a flexible approach
- Demonstrate ability to resolve complex problems independently
- Awareness of and commitment to equality
- Good understanding of Health & Safety

Full information on the Job Description and Personal Specification.

Please get in touch with school office on 01268 552176 if you would like to discuss the role further.

***'God's word is a lamp to guide our feet and a light for our path'  
Inspired by Psalm 119:105***

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The Church of England  
in Essex and East London  
Diocese of Chelmsford

