



VACANCY

Lettings Caretaker

Salary: Grade G4 (Hourly rate: £15.78)
Casual Contract
Weekend Lets

Stanburn Primary School is seeking to appoint a Lettings Caretaker to facilitate community lettings.

The role will involve working weekends, and may be evenings, so a flexible working hours' approach is essential. Ideal candidate will be carrying out a range of maintenance duties including security and supervision of the site and related equipment and other caretaking duties including cleaning and maintenance.

The successful applicant will:

- manage the site for the purpose of letting, including opening and locking the premises;
- carry out a range of caretaking duties to ensure the school is secure, clean and safe and facilities and resources are maintained;
- ensure the clients letting the premises have the correct equipment and set up;
- support the clients with any issues that may arise during letting;
- ensure the premises is in a fit state for being let out;
- Have a keen eye for health and safety and safeguarding issues;
- Have good level of spoken and written English;
- An ability to work as part of a team is essential;
- Be proactive, self-motivated and have an attention for detail;
- Takes pride in having responsibility and handles it well;
- Punctual and reliable at all times;
- Committed to the School and the role;
- Delivers solutions to problems that may occur;
- Ensures that the School's Ethos is adhered to.

The right candidate will have the skills and experiences outlined in the person specification and have the ability to fulfil the job description.

How to apply:

Visits to the school are warmly encouraged; to arrange, please call 020 89541423

For more information, including the Job Description and an application pack, visit our school website: [Work for Us](#)

Please email completed application form to: recruitment@stanburn.harrow.sch.uk

Only shortlisted candidates will be notified and interviewed as they apply.

We reserve the right to close the advert once a suitable applicant has been appointed.

CVs will not be accepted.

The school is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment. The school follows safe recruitment practices to protect children.

Our recruitment process follows the keeping children safe in education guidance. Offers of employment will be subject to the following checks (where relevant): childcare disqualification Disclosure and Barring Service (DBS) www.gov.uk/disclosure-barring-service-check, health check and social media, prohibition from teaching, right to work, satisfactory references and suitability to work with children. You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Further information can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Harrow Council aspires to be at the forefront of promoting equality of opportunity as an employer, service provider, procurer of goods and services and a community leader. We aim to tackle all forms of discrimination and achieve equality irrespective of ones: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.