



KALEIDOSCOPE
Multi Academy Trust

BECKET PRIMARY and HUTTON PRIMARY

SITE MANAGER and CARETAKER/HANDYMAN

SITE MANAGER JG5

15 hours a week 7.30am – 10.30am Monday to Friday all year round

JG5 (payscale 12-17) Salary £9,150.41 to £10,102.70

We are seeking a Site manager to work in partnership with a caretaker/handyman across two schools to manage the Health and Safety and oversee compliance for both sites. The role requires: a good understanding of building services and regulations and Health and Safety

- Sound problem solving skills
- Good organisation and record keeping
- High degree of initiative and ability to plan
- Ability to manage time effectively
- Some caretaking duties (unlocking one site)
- To provide out of hours call service (to cover holiday leave if required).
- Undergo online health and safety training and safeguarding training

CARETAKER/HANDYMAN JG3

15 – 20 hours a week. Monday to Friday all year round. Hours between 3.30 and 8pm by negotiation depending on lettings

JG3 (payscale 5-6) Salary £7,966.22 - £8,125.54 for 15 hours, up to £10,621.62 - £10,834.05 for 20 hours

We are seeking a caretaker/handyman to work in partnership with a Site manager across two schools to manage caretaking and handyman duties for both sites, and the day to day locking up of one site. The role requires:

- Caretaking duties – locking and unlocking buildings, and provide out of hours call service
- Undertake appropriate trade related maintenance functions such as carpentry, decorating, plumbing, grounds maintenance.
- Degree of initiative and ability to plan time effectively
- Undertake portering duties as required

- Conduct regular checks of fire-fighting equipment, escape routes etc and record outcomes
- Undergo online and face to face training for some of the above.
- Complete safeguarding training

Becket Primary School is committed to safeguarding and promoting the welfare of all its children and expects all staff to share this commitment. All appointments will be subject to an enhanced DBS check as well as satisfactory references.

For further information and an application form, please visit our website

Closing Date: Friday 24th June

Interview Date: Tuesday 28th June

Address: Tavistock Road, Worle, Weston-super-Mare, BS22 6DH

Tel: 01934 516 052

Email: admin@becket.n-somerset.sch.uk

Web: www.becketprimary.co.uk