

**School Site Manager / Caretaker**  
**Full time position (full time – permanent)**

**To start :Immediate**

Salcombe is a thriving and successful independent Preparatory school for 250 boys and girls aged between 3 and 11 years in North London. We are looking to appoint a reliable, trustworthy and organised individual to work in our busy and friendly school.

Working closely with Business Manager, the roles will involve:

- Ensuring that school facilities are in excellent and safe condition
- Opening and closing of the school building at agreed times
- Carrying out routine maintenance and basic repairs
- Improving cosmetic appearance of internal areas
- Managing and monitoring the work of contractors
- A level of flexibility to work additional hours to cover some extended opening hours, covering holidays, absence etc
- Carrying out regular statutory checks including fire safety, water safety, safeguarding and maintaining associated records
- Overseeing and managing the cleaning team
  
- The successful candidate will have:
- Good communication skills;
- DIY skills;
- Physical fitness appropriate to tasks required;
- Ability to deal with emergencies occurring outside normal working hours;
- Have an awareness of health and safety issues
- Have a full driving license

The post will cover the hours of 10.30 – 6:30pm Monday to Friday; Holidays are not usually allowed during term time.

The job description and application form can be downloaded from the school website. Any issues arising from references will be discussed at interview.

To apply please complete the application form which should either be sent to [careers@salcombeprep.co.uk](mailto:careers@salcombeprep.co.uk) or to the school's main reception at 224 – 226 Chase Side, London, N14 4PL

For further information about this post please contact the School Business Manager, Mrs. Sarah Riddle, either via email at the address on 0208 441 5356.

The closing date for this post is 5/10/2018

*“Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.”*