



## Create Partnership Trust

### Birmingham

*Creating futures through our shared values of excellence, partnership and perseverance*

#### SCHOOL CARETAKER

Required at Conway Primary School

(Permanent and Part Time – 25 hours per week 1pm to 6pm daily )

all year round

Grade 3 (£23,194 - £29,439 pro rata)

**ARE YOU AN OUTSTANDING CARETAKER, DO YOU HAVE THE EXPERIENCE, ATTENTION TO DETAIL AND CUSTOMER SERVICE NEEDED TO ENSURE OUR SCHOOLS ARE MAINTAINED TO A HIGH STANDARD SHOWING THE UPMOST REGARD TO HEALTH & SAFETY AND SAFEGUARDING?**

**The successful candidate will be required to work on their own initiative ensuring that the school premises and grounds are secure, safe, clean and tidy by;**

- Being responsible for the management of the provision of security, janitorial and cleaning services and associated staff
- Monitoring the work of external contractors on site
- Ensuring health & safety issues are addressed in a timely manner
- Having responsibility for the management of the repairs and maintenance on the school site
- Being a key-holder, opening up and closing down the site, Monday to Friday
- Any other duties as commensurate with the grade in order to ensure the smooth running of the school

**We are looking for someone who is:**

- An excellent communicator
- Enthusiastic, hardworking and reliable with a flexible, can-do attitude
- Excellent organisational, planning and time management skills
- Ability to manage multiple projects simultaneously
- Ability to work with senior management to set project and operational targets
- Ability to travel to all sites
- Self-motivated, dynamic and a good team player

Formed in September 2016, the growing family of schools in the Create Partnership Trust are working closely together to ensure that children receive the best opportunities. Staff in our schools come together to complete joint projects and create positive futures. Our goal is to ensure that the children come first – always. These are exciting times to join Create. We welcome change, development and innovation, especially from our staff!

Interested? For an application pack or to find out more by contacting Ann Bowater (Office Manager) at Conway Primary School on 0121 675 0622 or by email [p.jones@conway.createpartnership.org.uk](mailto:p.jones@conway.createpartnership.org.uk)/[a.bowater@conway.createpartnership.org.uk](mailto:a.bowater@conway.createpartnership.org.uk).

Informal visits are welcome.

Create applications only. CV's will not be accepted.

**CLOSING DATE: 28<sup>th</sup> July?**

**INTERVIEWS: 4<sup>th</sup> August**

*Create Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*

*The vision for Create Partnership Trust encompasses the growth of an inspirational family of schools, built on a peer support and challenge model, so that barriers to optimum achievement are removed and where effective practice is systematically shared.*