

**Chertsey Nursery School**

**Caretaker / Premises Supervisor**

We have an exciting opportunity for an enthusiastic and self-motivated individual to join our team at Chertsey Nursery School.

We are looking to recruit a Caretaker / Premises Supervisor who will play a crucial role to safeguard our children, but also coordinate a variety of health and safety projects within the school.

As a Caretaker / Premises Supervisor, you will be expected to:-

* To support the development of the school premises and assist in planning in order to improve the environment for pupils and staff who use the facilities, during the school day and other times.
* Have keyholder responsibilities
* Carry out day-to-day maintenance and minor repairs
* Communicate effectively with senior leaders to ensure projects are completed on time
* Ensure the building and grounds are secure
* To ensure the school is fully compliant with health and safety requirements for the premises including maintaining accurate records and risk assessments.
* Coordinate and source contractors for buildings and premises, and liaise with contractors as directed

20 hours per week

15 hours per week to be worked Monday to Friday 3pm – 6pm

5 hours to be worked flexibly depending on projects and need

42-week contract

**Start date**: ASAP

**Salary**: Surrey Pay Scale S5 FTE £23,243 pro rata

**Closing date for applications**: **12 noon on Friday 19th May 2023**

For further details, information and application form visit our website [www.chertsey.surrey.sch.uk/job-vacancies](http://www.chertsey.surrey.sch.uk/job-vacancies) or contact Anita Cheeseman head@chertsey.surrey.sch.uk

Chertsey Nursery School is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced check by the Disclosure and Baring Service.