



ACADEMY ASSISTANT CARETAKER

Grade 4, Scp 19 – 21

Salary £20,598 - £21,986 FTE

36 hours per week – Monday to Friday 7:00am – 2:45pm with 20 min break

Wolsey Junior Academy is looking to appoint someone who is committed to achieving the highest possible standards. Duties include:

- Liaising daily with the Head Teacher & Site Manager on caretaking issues.
- Supervision of the cleaners and the cleansing service of the Academy.
- Ensuring the security of the Academy premises.
- Opening and closing the Academy
- Light maintenance/ repairs
- External cleansing of hard standing areas
- Meeting contractors on site and instructing re necessary work
- Accepting deliveries
- Supporting other academies within STEP Academy Trust if necessary within a radius of twelve miles.
- Helping to maintain the internal and external fabric of the Academy premises as a safe working environment.

Wolsey Junior Academy is part of STEP Academy Trust and therefore seeks staff who believe in the Trust's Core Values of:

Passion - Urgency - Positivity - Aspiration - Commitment

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. STEP Academy Trust is an equal opportunities employer.

Closing Date: Midday Wednesday 18th January 2017

Shortlisting Date: Thursday 19th January 2017 (please assume your application has been unsuccessful if we have not contacted you by Friday 20th January 2017– Previous applicants need not apply)

Interview Date: Wednesday 25th January 2017

The full job description and application form are available to download on the Croydon Jobs Website. Please return completed application forms and personal statements to Mrs J Sims, School Business manager at: jsims@wolsey-junior.croydon.sch.uk or post to Wolsey Junior Academy, King Henrys Drive, New Addington, Croydon CR0 0PH. CV's are not accepted.