

## Caretaker

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Company: Multi Trades Recruitment

Location: Tollington

Category: other-general

Multi Trades Recruitment are seeking a dedicated and reliable individual to join our school community as a Caretaker. The successful candidate will play a crucial role in maintaining a safe, clean, and well-functioning environment for students, staff, and visitors. This position requires a proactive and hands-on approach to ensure the smooth operation of the school facilities.

\* Monday - Friday

\* 8.00am - 16.00pm

\* £14 per hour

\* Temporary - Perm

\* Weekly Pay

Responsibilities:

\* Facility Maintenance: Perform daily checks and routine maintenance tasks to ensure the school premises are in optimal condition. This includes repairing and maintaining equipment, fixtures, and facilities.

- \* **Security and Safety:** Implement security measures to safeguard the school property. Conduct regular safety inspections, address potential hazards, and respond promptly to emergency situations.
  
- \* **Cleaning and Upkeep:** Oversee cleanliness and hygiene standards throughout the school. Coordinate cleaning schedules, manage waste disposal, and ensure that all areas are well-maintained.
  
- \* **Groundskeeping:** Maintain outdoor spaces, including lawns, playgrounds, and sports facilities. Ensure a safe and aesthetically pleasing environment for students and staff.
  
- \* **Assistance with Events:** Collaborate with school staff to set up and dismantle equipment for special events, meetings, and activities.
  
- \* **Vendor Management:** Coordinate with external contractors and vendors for repairs and services. Obtain quotes and ensure cost-effective solutions.
  
- \* **Record Keeping:** Maintain accurate records of maintenance activities, inventory, and work orders. Provide regular updates to the school administration.

Qualifications:

- \* Previous experience in a similar role preferred.
  
- \* Strong knowledge of maintenance and repair procedures.
  
- \* Ability to work independently and collaboratively with a team.
  
- \* Good organizational and time-management skills.
  
- \* Excellent communication skills.

\* Physical fitness and the ability to perform manual tasks.

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