



Margaret Roper Catholic Primary School

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Head Teacher: [D. J Mooney](#)
Assistant Head Teachers: C. Garcia, E. Holloway

Vacancy for Premises Management roles – Margaret Roper Catholic Primary School

We are seeking member/s of staff to assist us with premises management in our successful and thriving school. There are potentially 3 roles, which could be carried out by one member of staff or by 2 or more different members of staff split morning / afternoon shift depending on the needs of the school and the skills/ availability of the candidate (s).

The roles are new roles in the school and, as such, will require a flexible approach and initiative as the nature of the roles evolve. Experience of working in a school environment would be an advantage.

The jobs are Term Time only and will be reviewed on an ongoing basis and formally at the end of the Summer Term.

Site Assistant – Part Time / Term Time (5 hours per week – 7am-8am each day)

The first role entails opening the school at 7am, ensuring site security, helping set up Breakfast Club furniture as required, checking the smooth running of the site before school starts and so on. The role lasts from 7.00am until 8.00am.

Grade 4 / 5 – SCP 8-13 (dependent on skills / experience)
FTE Equivalent £22,779 per annum

Site Assistant – Part Time / Term Time (7.5 hours per week – 2.30pm – 4pm each day)

The second role is an afternoon role that runs between 2.30pm and 4.00pm and entails setting up the hall for after school club, including moving furniture, unlocking gates and other duties such as sorting deliveries, some cleaning, emptying outside bins and so on.

Grade 4 / 5 – SCP 8-13 (dependent on skills / experience)
FTE Equivalent £22,779 per annum

Handy Person – Part Time / Casual / Term Time (Casual hours dependent on need)

A third role of school handyperson is also available based on one session per week, which could be integrated into the existing roles, or separated, depending on the needs of the school and the skills/ availability of the candidate.

Grade 5 – SCP 13-15 (dependent on skills / experience)
FTE Equivalent £24,903 per annum

Please download the application form from the school website and apply via Mr Dermot Mooney head@margaretroper.croydon.sch.uk copying in business@margaretroper.croydon.sch.uk

The closing date for applications is **Thursday 23rd January 2020 at 12.00 Noon**. Interviews will take place in the week commencing 27th January, with a commencement date as soon as practical after this time.

Margaret Roper School is committed to safeguarding and promoting the welfare of our children. This post is subject to a satisfactory Enhanced DBS check and references.