

Norwich Steiner School

Hospital Lane, Lakenham, Norwich, NR1 2HW, 01603 611175

Premises maintenance post

Safeguarding

Norwich Steiner School is committed to safeguarding and promoting the health, safety and wellbeing of all children and young people in the school, and expect all staff to share that commitment. All appointments whether paid or voluntary are subject to evidence of the person being suitable and appropriate to work with children through our safer recruitment process of application, collection of references and the carrying out of checks through the Disclosure and Barring Service (DBS) and other safeguarding checks as appropriate.

About the post

This is a new post, initially being offered as a one-year fixed contract, although there is the possibility of it being extended or made permanent. The post holder will be expected to work for 8 hours a week for 42 weeks of the year, with 10 weeks of annual leave. The annual pay for this post is £4,000 (20% pro-rata of a full-time salary of £20,000).

For practical reasons, most of the work will need to be completed on Saturdays/Sundays during term time, or during the school holiday period. There is some flexibility possible regarding how the hours are worked. For example, 2 half days of 4 hours a day, or both days in one weekend with no days on the following weekend, could all be considered by the school.

The School is small, with around 90 pupils and 20 part or full time staff. It is housed in one Victorian building with ground and first floor. Being 150 years old and with 95 windows (mainly sash), it is a bit like the Forth Road Bridge, and depends upon an ongoing program of maintenance and repair.

Main duties of postholder:

- Routine maintenance, including:
 - Repair and painting of damaged or 'tired' surfaces, e.g., doors, windowsills, window frames and walls
 - Reglueing of step treads
 - Re-fixing of toilet seats
 - Flint wall repointing (seasonal)
 - Fencing/security repairs
- Carpentry tasks as required – installing shelves, making drain covers, repair of play or gym equipment
- Other tasks as deemed appropriate and necessary by the school – such as PAC testing, hedge or garden maintenance, tidying of courtyard, organising of storerooms etc.

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Our ideal candidate will:

- Be experienced and competent in practical tasks
- Understand that this post largely involves lone working and therefore that the postholder will need to be:
 - Self-motivated
 - Comfortable with lone working
 - Willing to follow lone-working procedures to keep safe
- Have good communication skills and keeping the school informed through:
 - Completing a work log
 - Ensuring the school is alerted to any health & safety issues arising
 - Ensuring the school is properly informed of any tasks requiring prioritisation or external contractors.
- Be committed to delivery of a quality service to the School

Additional terms and conditions

The school does not offer free places for staff children within the School or kindergarten. Staff experiencing financial hardship may apply for a reduced fee via our concessionary fee process which is in place for all children/families.

Statutory sick pay allowances apply.

The school has a work place pension scheme in place, operated by NEST. Staff are automatically enrolled onto the pension scheme when employment commences, but are also given the opportunity to opt out if they choose.