



Caretaker / Maintenance Assistant **To commence as soon as possible**

We are seeking to appoint a Caretaker / Maintenance Assistant on a permanent basis to join our busy Site Team.

The successful candidate will contribute to the smooth running of the academy by carrying out a range of maintenance duties including security and supervision of the site and related equipment and other caretaking duties including portage, cleaning and maintenance. We are seeking an efficient, flexible and well organised person to add to our existing team. Previous experience within building maintenance or security is essential and full training will be given.

Responsibilities of the Post Holder

The main responsibilities are in accordance with the job description for Caretaker / Maintenance Assistant.

Remuneration and Working Time

The hours of work required for the role are 37 hours, 5 days per week, 52.14 weeks per annum on a shift pattern between 6am and 10pm, Monday to Friday. Flexibility is also necessary for evening and weekend work to be advised in advance. Annual salary for a Caretaker / Maintenance Assistant will be in accordance with the Academy's Support Staff Pay Scale, which for appointment for a full-time post currently involves a salary of Band 2 Point 11 in the range of point 11–14 with an actual starting salary of £20,969 per annum (negotiable).

Salaries are reviewed by national negotiation with effect from 1st April each year. Progression through the pay scale is subject to an acceptable annual performance development review process.

Application Process

If you are interested in the position and wish to discuss the post prior to application, please email d.ologunde@plume.essex.sch.uk to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our team. The Human Resources team will be pleased to discuss the post and provide further information about the academy.

To apply please complete the Plume Academy application form (please see link via our website). This must be completed and submitted to hr@plume.essex.sch.uk by the closing date stated (unaccompanied CVs or third-party application forms will not be accepted).

Closing Date: noon, Monday 5 February 2024. Interviews are likely to take place during that week, however, candidates may be taken through to interview sooner.

Plume Academy remains fully committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trustees to share this commitment.