

Sacred Heart of Mary Girls' School
St Mary's Lane
Upminster
ESSEX RM14 2QR

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Website: www.sacredheartofmary.net
E- mail: admin@mary.havering.sch.uk

HEADTEACHER: Ms V Qurrey M.A.

Part Time Assistant School Keeper

**Pay Spine – APTC 4 points 7 - 10 (£27,858 - £29,142) pro rata (actual £15,606 - £16,325)
52 weeks a year, 20 hours a week**

We are looking to appoint a flexible, enthusiastic, energetic and motivated school keeper to work alongside our existing Site Team. The successful candidate will be responsible for the maintenance and security of the school site.

The post would suit someone who has an eye for detail, high standards, PC literate, has high expectations of her/himself and has the ability to work as a member of a team and get on well with people

The successful candidate will need to possess the ability to take direction and abide by school and Health & Safety procedures and have proven inter-personal skills.

Sacred Heart of Mary is a thriving, oversubscribed, highly successful and happy school community with a strong family ethos for girls aged 11 – 18

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and the successful applicants will be expected to undertake a DBS enhanced disclosure and online checks in line with KCSIE procedures.

Completed application form (available on the school website www.sacredheartofmary.net) letters of application and the names and addresses of two referees should be sent to the Mrs K. Jones at the School by email, kjones@mary.havering.sch.uk

Closing date: 1 p.m. Friday 12th July 2024