Riverside School **Renwick Road** **Barking** **IG11 0FU** **Email:** hebo@riverside.bardaglea.org.uk **Headteacher: Andrew Roberts**	**Lettings / Caretaker** **Evenings & Weekends** **Evenings 6.00pm – 10.00pm** **Weekends Saturday/Sunday8.30am – 4.00pm** **APT & C Scale 3.5** **£21,591 per annum** **Required: as soon as possible**

Required as soon as possible, a Lettings Caretaker to join an exciting new Secondary School which opened in 2012. Riverside School serves the growing Barking Riverside community on the banks of the Thames in superb newly-built accommodation and is already fully-subscribed.

Closing date for receipt of completed applications: noon, Friday 15th November 2019

"Excellence for All" on Barking Riverside

MAIN ACTIVITIES

To promote the school's facilities for hire
To respond to telephone, verbal and written requests for information
To assist school staff to schedule evening, weekend and holiday time school activities
To confirm bookings to customers and staff
To liaise with the Premises team to ensure provision of efficient service
To assess customer satisfaction levels and respond appropriately
To ensure all systems operated are within guidelines and meet criteria set by Governors, Business Manager and auditors
To assist the Senior Caretaker in maintaining the security of Premises
To assist the Senior Caretaker in ensuring the Health & safety and statutory compliance of all buildings are kept compliant
To assist the Senior Caretaker in monitoring the schools maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Appointments are also subject to satisfactory references/medical clearance

Application forms can be found on the school website: http://riversidecampus.com/Secondary

Completed applications should be returned by email to hebo@riverside.bardaglea.org.uk