

THE HELIX EDUCATION CENTRE

94 Uxbridge Road, Harrow, HA3 6DH
 Tel: 020 8353 4170
 Web: www.thehelix.harrow.sch.uk

POSITION: Relief Caretaker
PAY: G5
CONTRACT TYPE: Casual 'As and When'
RESPONSIBLE TO: Headteacher/Business Manager

We are a Pupil Referral Unit, including a Hospital Education Service, a Home Tuition Provision and an Outreach Inclusion Support Team. We specialise in providing education for children who are resident in Harrow and unable to attend mainstream school for a number of reasons.

Age Range 5 – 16	Recent upgrade of outdoor PE facilities	A supportive Headteacher, SLT and Staff
Ofsted rated as a 'Good' School	On-site Parking	Prime location for public transport links

We are looking for a person who:

- Supports the ethos of the school.
- Will ensure the smooth running of the school site and building.
- Assist with the maintenance and upkeep of the premises, including fixtures and fittings and furniture.
- Undertakes inspections to ensure necessary safe operation and that the legislative requirements are met regarding powered equipment, machinery, etc.
- Will carry out any cleaning duties that may be required both in school and on the school grounds
- Has knowledge of basic premises maintenance and health and safety issues
- Must enjoy working as part of a team, be adaptable and supportive of colleagues.
- Has excellent organisational and communication skills
- Has the ability to create a good rapport with pupils

We are looking for someone who really cares about our school, staff and pupils and has a professional but friendly manner. You will have a proven track record and experience within a similar role either in education or the corporate sector. You will have the drive to make an impact within your provision, improve the various processes and assist in promoting good practice

Closing Date:	Rolling
Interview date:	Rolling
Start date:	As soon as possible

Full details of the post and an application form can be downloaded from our website.

Completed application forms to be returned by email for the attention of : Bhavna Patel, Business Manager to recruitment@thehelix.harrow.sch.uk. Only shortlisted candidates will be notified

Harrow is an Equal Opportunity Employer.

The Helix Education Centre and Harrow Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check, including the barred list, as well as other pre-appointment checks and those outlined in Keeping Children Safe in *Education (September 2022)*.