



ROUNDWOOD PARK

**MAPLE  
WALK**  
PREP SCHOOL



**nms**

NEW MODEL SCHOOL



ROUNDWOOD PARK

**MAPLE  
WALK**  
PREP SCHOOL

# SITE ASSISTANT / SCHOOL CARETAKER

Take the next step towards a fulfilling and rewarding career



## SITE ASSISTANT / SCHOOL CARETAKER

Term Time Only + 4 weeks  
8am – 4pm

£13.50 per hour + holiday pay and  
great benefits

Option for salaried contract after  
successful 2 term - probation

**Reporting to:** NMS Sites Manager  
*NMS CEO has overall responsibility  
for Health and Safety*

**Based:** Maple Walk School, NW10

### HOW TO APPLY

Candidates should send a copy of  
their CV and a cover letter to  
[recruitment@newmodelschool.co.uk](mailto:recruitment@newmodelschool.co.uk)

Applications will be reviewed on  
an ongoing basis.

### Site Assistant / School Caretaker

Maple Walk School has an exciting opportunity for a proactive, skilled, and dedicated Site Assistant to join our support team.

As Site Assistant you will play a key role in maintaining the smooth operation of our school, helping ensure the school site and buildings are well maintained. We are seeking an enthusiastic and flexible candidate with a diverse skill set, including practical, DIY skills and attention to detail.

The Site Assistant will support the Sites Manager by ensuring health and safety standards are complied with. Porterage duties, end-of-year tasks, such as assisting staff with moving furniture and site improvement projects.

Maple Walk is a warm, vibrant, successful coeducational independent prep school for children aged 4-11 in North West London, housed in a bespoke eco-friendly building.

### SKILLS AND EXPERIENCE REQUIRED

- Good written and verbal English
- Caretaking / Sites management experience
- Initiative and strong organisational skills, prepared to do day to day tasks and a proactive approach.
- Ability to work efficiently and constructively within a small team
- Experience of the education sector and working with children would be helpful.
- DIY skills and experience to include plumbing.
- Comfortable using IT systems, emails.
- Willingness to undergo training as required.

### WHY WORK FOR US?

There are many good reasons to work with us. The school have a real sense of community, and you'll be part of it. We also offer a variety of benefits, such as:

- Discounted hot lunches
- Interest free travel season ticket loans
- Comprehensive staff well-being cover
- Employee Assistance Programme
- Professional development and training opportunities