



ISLAMIA PRIMARY SCHOOL

Name of School:	Islamia Primary School
Address of School:	129 Salusbury Road, London NW6 6PE*
Name of Head Teacher:	Mr Hussain Shefaar
Telephone	020 7372 2532
Job Title:	Caretaker Permanent /Fixed term 1 year
Salary:	Scale 5- Scale 6 (£29,542- 34,811)
Hours:	Full time (8.15am -4.15pm)
Closing Date:	8 th October 2026 @ 12.00pm
Interview Date:	Week commencing 12 th October 2026
Start Date:	As soon as possible

Mission Statement:

To strive to provide the best education in a secure Islamic environment through the application of the Qur'an and Sunnah.

Islamia Primary School is a highly successful two form, faith based voluntary-aided school situated in North-West London. We are a consistently 'Good' school aspiring to be nothing short of excellent in all aspects of school life and we work hard to nurture and produce a generation of young people who contribute positively to the wider community.

We are on a journey to become an 'Outstanding' school and are seeking to appoint a dynamic and enthusiastic Caretaker to join our highly dedicated team. The prospective candidate should be an ambitious, energetic and outstanding primary practitioner with excellent knowledge and understanding of SEN children and their needs.

We offer:

- a positive and caring ethos and working atmosphere
- friendly children, eager to learn and achieve
- a committed, enthusiastic and supportive staff team
- excellent support from the Governing Body, staff and parents
- an excellent opportunity for professional and career development

If you feel you have the enthusiasm and commitment to contribute to the ongoing development of this successful, friendly, and supportive school, we would like to hear from you.

If you are interested in this role, please email apply@islamia.brent.sch.uk

**Please note that the school will be relocating to Stonebridge NW10 8HE in September 2027*

The Post Purpose:

- To assist, under the direction/instruction of appropriate senior staff, in the provision of maintenance and security services of school premises and sites thereby ensuring a safe and purposefully working environment.
- To contribute to the overall ethos, work and aims of the school.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES:

1. Maintain the security of school and related premises/areas including:
 - locking and unlocking school buildings and areas;
 - securing entrances/exits as appropriate and reporting potential security breaches;
 - assisting with regular security checks;
 - operating alarm systems where appropriate;
 - supervision of schools premises lettings;
 - Provision of emergency access to the school site.
2. Ensure the maintenance of a clean and orderly working environment, and assist in the maintenance and cleaning of the school and related premises/areas, including:
 - minor repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture;
 - reporting faulty equipment & other maintenance requirements to appropriate person;
 - operating heating plant, cooling and lighting systems;
 - collecting and assembling waste for collection;
 - undertaking cleaning duties including graffiti removal and litter-picking, and emergency cleaning duties;
 - refilling and replacing consumables e.g. soap & towels
 - undertaking routine "client" tasks in connection with premises-related contractors, for example, cleaning and grounds maintenance;
 - undertaking activities to maintain a safe and clean external environment, for example, winter gritting of playgrounds, paths, etc.;
 - ensuring lights and other equipment are switched off as appropriate
 - Maintenance of pond and specialist sports equipment following specialist training.
3. Assist and participate in the organisation and movement of furniture within the building.
4. Take full responsibility for the maintenance and upkeep of all school mini buses and contribute towards driving the mini buses (school trips and visits etc) when required.
5. Maintain and arrange orderly and secure storage of supplies, and assist with the receipt, distribution, collection and dispatch of goods.
6. Prepare and layout routine equipment/resources/materials, and operate everyday equipment, in accordance with instructions.
7. Undertake basic record keeping as directed.
8. Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
9. Contribute to the overall ethos, work and aims of the school.
10. Attend relevant meetings and participate in training and development activities and programmes as required.
11. Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
12. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection (GDPR).
13. To work effectively in collaboration with all site staff from Islamia Girls School and Brondesbury College for Boys
14. Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

The Person Specification: Essential Criteria

Experience & Skills:

- Experience in a caretaking, site, or maintenance role (ideally within a school or similar setting)
- Practical skills in general maintenance and basic repairs
- Ability to carry out basic plumbing tasks
- Good communication and interpersonal skills
- Ability to work independently and as part of a team
- Good organisational skills and ability to prioritise workload
- Ability to multitask in a busy school environment

Personal Qualities:

- Reliable, punctual, and flexible
- Positive, proactive, and solution-focused
- Committed to working in a child-centred environment
- Professional, approachable, and respectful
- Willing to support the school's ethos and values

Desirable Criteria:

- Experience working in a primary school setting
- Skills and experience in decorating (painting and general upkeep)
- Additional trade skills (e.g. plumbing, carpentry, electrical basics)
- Relevant qualifications in maintenance, building, plumbing, or a related trade
- Experience managing contractors or premises projects
- A full UK driving licence (for minibus use)

Safeguarding & additional Information, the post holder will be expected to:

- Islamia Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.
- The successful candidate will be subject to an enhanced DBS check and safer recruitment procedures.
- Follow all school policies, including safeguarding, health & safety, and GDPR
- Work collaboratively with staff from partner schools on site
- Undertake training and professional development as required

We are looking for someone who:

Committed to working with children including children with special and additional needs.

Has previous experience in working in schools and as part of a team.

Has good interpersonal skills and the ability to support colleagues.

Can work strategically with staff and leadership teams.

Respectful of the school's ethos.

Can be a positive role model.

Good communication skills.

Ability to multi-task.

Punctual.

How to apply

If you are interested in this role, please email apply@islamia.brent.sch.uk

All applicants will be asked for:

- An enhanced DBS check.
- References will be sought on shortlisted candidates before the interview.
- Online media checks will be carried out as needed.

Application Forms are available online: <https://islamia.brent.sch.uk/our-school/our-vacancies>

Brent Schools are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undergo a DBS check, social media and all other necessary safeguarding checks as standard.