

School Caretaker

BISS is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to relevant police checks, the receipt of satisfactory references and the production of relevant original ID documentation and examination certificates. The successful candidate must also be willing to undergo child protection training appropriate to the post.

Job Details

Employer: British International School of Stockholm

Location: Sweden

Contract type: Full Time

Contract term: Permanent

Job starts: Jan 2023 (or immediately if available)

Holidays: 35 days

Salary: Based on qualifications and experience

The British International School of Stockholm seeks to appoint a dedicated school caretaker who will work alongside another caretaker to support the school.

Main Responsibilities

- Ensure that the site is maintained and fit for purpose
- Undertake grounds maintenance activities; for example litter picking and weed removal
- Identify and record major defects and repairs that require attention and initiating action through the Operations Manager
- Carry out general maintenance work and repairs
- Be responsible for basic tools and equipment and report items in need of repair or replacement
- Ensure adequate working temperatures and supply of hot water
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage
- Carry out frost precaution procedures and grit where necessary
- Ensure safe access in the event of snow or minor flooding or similar emergency situations
- Ensure drains and gullies are inspected and cleaned; dealing with blockages as necessary
- Undertake painting of doors/small areas/classrooms
- Liaise with external contractors and visitors as needed
- Receive delivery of stock, material etc. and ensure appropriate storage
- Support setting up for PTA and other school lettings
- Undertake portage of goods, furniture, equipment and errands as required

Professional Expectations:

- Contribute to the overall ethos, work and aims of BISS
- Carry out duties in an effective, efficient and economic manner
- Organise and develop working procedures within your field
- Act as a responsible adult role model for pupils
- Be a positive member of the school staff
- Carry out scheduled and routine maintenance in accordance with the School Maintenance Plan
- Attend training courses as required
- Fluent in English and Swedish
- Holder of a clean Driver's licence
- Resilient, flexible, adaptable and sensitive to the needs of others in an international setting

The School

Meeting internationally recognised standards of excellence, the British International School of Stockholm is the only accredited member of COBIS (the Council of British International Schools) in Sweden. The school is situated across two campuses in Djursholm, a beautiful suburb of Stockholm. It caters for the Nursery to Year 13 age range and enjoys an excellent reputation for both its academic progress and achievement and its pastoral care. BISS is a vibrant and highly successful school of over 600 children from 45 different nationalities.

In Secondary, BISS uses objectives from Cambridge Secondary and English National Curriculum, followed by Cambridge IGCSE courses for Years 10 and 11 and the IB Diploma for Years 12 and 13.

Application Procedure

All applications should be submitted online, see our [website](#). Please fill out our application form thoroughly and include a letter of application in the Supporting Statement section.

Closing date: Whilst there is no specific closing date, suitable candidates will be invited for an interview from November 25th.

For further information and questions about the school, please view our [website](#) or contact us at recruitment@bisstockholm.se