Acton Early Years Federation

South Acton Nursery School and Children's Centre

A Centre of Inspiration

Castle Close
Acton, London
W3 8RX
Telephone: 020 8992 0724
Email: admin@southactoncc.com

Executive Head: Mandy Roach
Head of centre: Seibina Downes

www.southactoncc.com

South Acton Children's Centre (SACC)

Caretaker

Grade 5 Scale point 12-15 - per annum inclusive

35 hours a week, year around

The governors of South Acton Children's Centre (SACC) wish to appoint a conscientious and skilled Caretaker to join the Nursery School and Children's Centre.

Our popular and vibrant Children's Centre offers high quality education and care to children aged from 6 months to 5 years. The Centre operates from 8am to 6pm (Monday – Friday), throughout the year. You will be required to open the building at 7:30am each day. In addition, you will be "on call" outside of business hours, to respond to any urgent and unforeseen issues on site and occasionally you will be required to work at weekend and/or in the evenings.

Working closely with our friendly and professional team, you will maintain a safe and enjoyable site environment for all users of the Centre. Responsible for repairs, maintenance and security tasks, you will ensure the site is clean and well-presented at all times. You will be able to relate to and interact with a range of people from diverse communities and have a friendly, courteous and helpful approach with children and their families, staff and all visitors to the school. You will need experience of working in a caretaking role and experience of undertake repairs and maintenance tasks.

If you would like to visit the Centre, please contact Seibina Downes (Head of Centre) on 020 8992 0724 to arrange an appointment.

An application pack can be obtained on our website: https://www.southactoncc.com/Vacancies--Training/ or by emailing admin@southactoncc.com

South Acton Children's Centre is committed to safeguarding children and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children and vulnerable adults. The successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as Criminal Records Bureau). Further information can be found at: www.gov.uk.

If you are successful, your contract will be under the newly formed Acton Early Years Federation along with Maples Children's Centre.

Closing date for return of completed applications: 12 midnight on Wednesday 28th October 2026.
Shortlisting: Thursday 29th October 2026.

If successful you will be contacted by email, interviews will be held on Friday 6th November 2026.