



Job Title: Caretaker

Location: Greatham C of E Primary School

Start Date: November 2026

Contract Type: Permanent

Salary: NJC point 6

Gross Pro Rata Salary: £10,887.50

Weekly Hours: 15

Working Weeks: 52.143

About Us:

The Governors of Greatham Church of England Primary School are seeking to appoint a committed, reliable and highly motivated Caretaker to join our dedicated and friendly team.

This is a key role within the school, ensuring that our buildings, grounds and facilities are maintained to the highest possible standard, providing a safe, welcoming and well-presented environment for our pupils, staff and visitors.

Greatham CE Primary School is a small, friendly Church of England school at the heart of the local community, where every individual is valued. We are proud of our strong team ethos and supportive working environment.

At Greatham, our vision is for every child to reach their full potential within a caring and stimulating environment, enabling them to believe in themselves, achieve their goals and develop the skills needed to succeed in the future. As a member of our team, you will play an important part in helping us create and maintain an environment where children can flourish.

Hours of Work:

15 hours per week over 52.143 weeks of the year.

Ideally Monday to Friday (split shift to meet the operational needs of the school):

- 7:30am to 8:30am
- 4:00pm to 6:00pm

However, working pattern is negotiable to secure the right candidate.

Key Responsibilities:

- To carry out the general functions as specified in Job Description.
- To advise the Head Teacher/School Administrator when the need arises for repairs and maintenance to the premises and furnishings to always ensure safe and healthy conditions at all times.
- To ensure the general security and maintenance of the school premises and grounds.
- To carry out basic repairs and maintenance, undertaking general portage duties, and have a commitment to energy efficiency and recycling.

- Overseeing the day-to-day health and safety of all staff, pupils and third parties who attend the school site.
- Foster a supportive and inclusive environment throughout school where all pupils and staff feel valued and respected.

Our ideal candidate will have:

- Previous experience of working in a similar role.
- Have excellent communication and interpersonal skills, with the ability to form strong and supportive relationships with children and staff.
- Demonstrate patience, empathy and a positive attitude towards overcoming challenges.
- A resilient, proactive and positive nature.
- Have the ability to create and maintain a safe and supportive whole school environment.
- (Desirable but not essential) Relevant qualifications or training applicable to the role and responsibilities

We are looking for someone who:

- Is dependable, organised and conscientious.
- Takes pride in maintaining the appearance of the school.
- Has a flexible approach and is willing to work as part of a team.
- Can work under the direction of the Headteacher.
- Is committed to providing a warm, safe, clean and secure environment in which children and staff can work effectively together.

In return we can offer:

- An opportunity to work alongside a wonderful and supportive team.
- Professional development opportunities and training.
- Flexible Working Patterns.
- Cycle to Work scheme.
- Generous annual leave entitlement.
- Employee Assistance Program.
- Staff Incentives including prize draws.

Visits to School:

Visits to the school are warmly encouraged. If you would like to arrange a visit, please contact the school office.

For informal enquiries, to request an application pack or to arrange a visit, please contact Miss Carly Westmoreland (School Administrator) on 01429 870254 or email office@greathamprimary.org.uk .

How to Apply:

Application forms and post information are available from the school office or by email, send your request to office@greathamprimary.org.uk. Forms should be returned addressed to Mrs Nicola Dunn, Headteacher.

The Governing Body is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS check.



Closing Date for Applications: 30th October 2026 at 9am

Interviews: Tuesday 3rd November 2026

Position Available: As soon as possible

Greatham C.E. Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to relevant vetting checks in line with Keeping Children Safe in Education Part 3, including an enhanced disclosure, satisfactory references, before an offer of employment is confirmed. All shortlisted candidates will be subject to an online check as part of the safer recruitment process. Greatham C.E. Primary School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

Caretaker Job Description

POST:	Caretaker Permanent 15 hours per week 52.143 weeks per year
SALARY GRADE:	NJC 6
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	To work under the direction of the Headteacher, Senior Leadership Team, Class Teachers and other appropriate staff to ensure a safe, warm and clean environment to support teaching and learning. The post holder should be committed to full inclusion for all.
ACCOUNTABILITIES/MAIN RESPONSIBILITIES	
Building	- To be the main designated key holder for the school premises including during out of school hours and taking remedial action as required and ensure that building and the site are secure. - To be responsible for locking and unlocking school premises outside or in normal school hours and for setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures. - To undertake regular checks on alarm systems, fire extinguishers, heating, cooling and security systems and report any problems arising. - To arrange regular maintenance and safety checks to include indoor and outdoor equipment (including play equipment). - To identify and report building, furnishing or fitting deficiencies to the Head Teacher and to undertake any remedial action. This may involve obtaining quotes or arranging emergency repairs for external contractors. - To undertake a range of handy persons duties as directed by the Head Teacher to contribute to the maintenance of the school premises, e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, fitting shelves or noticeboards. - To escort contractors to site of repairs and maintenance and when appropriate monitor the safety of their working practices/quality of work and ensure work is completed to the required standards and within required timescales. - To ensure that adequate supplies of fuel and water are available at all times. - To monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange storage and distribution as required. - To monitor usage of fuel, electricity, water and take meter readings as required. - To be responsible for general tidiness and safety of the outside areas; to keep surface drains free of obstruction, to ensure pedestrian access and parent, pupil and staff safety in periods of severe weather conditions, treating main entrances, paths, car park and yard areas with salt/grit as appropriate. - To maintain staff and pupil cloakroom and toilet facilities in working order and ensure that appropriate supplies of consumable are available. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets. - To set out/put away furniture for school events and undertake general portorage as required by the Head Teacher. - To make appropriate arrangements for the collection of school waste. - To facilitate any lettings and carry out associated tasks in line with local agreements.

	• Keeping the plant room tidy and accessible. • Ensuring that the heating system is operating efficiently within the school. • Replacement of light bulbs or fittings.
Security	• To ensure the opening and locking of the school is secured. • To act as a designated key holder, providing emergency access to the school site. • To open and secure the school premises, challenging unknown persons and escorting individuals to the school office. • To report any breach of security to relevant authorities. • To ensure external/internal regular security checks (security lights/alarm system) are in good working order and maintained. • To attend any out of normal hours' emergency situations that may arise. • To operate systems such as heating, cooling, lighting and security (including CCTV and alarms). • To Keep records relating to maintenance and security.
General Maintenance and Portage	Carrying out repairs and maintenance which are not beyond the scope of a competent DIY person: • Carry out minor plumbing repairs. • Unblock sinks, hand basins, and toilets. • Replace tap washers. • Fit and refit coat hooks, shelves, display boards and notice boards. • Carrying out minor gardening duties as required. • To carry out minor painting works as required. • Arrange emergency repairs if necessary. • Move furniture and equipment around the school premises as required. • Prepare the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables and ensuring fire exits etc. are clear. • Receive inward delivered goods and assist with unloading/storing as required.
Cleaning	• To deal with spillages, including the removal of body fluids, using safe handling techniques. • To ensure the removal of rubbish and waste. This may include: • Removal of waste that requires safe handling procedures • Waste separation to comply with re-use and re-cycling processes • Removing waste classified as unsanitary, hazardous and/or dangerous. • Maintaining all outside areas external to the school to ensure they are presentable and free from waste materials. • To use the relevant procedures of the school to record breakages, repairs and maintenance work carried out and to record and monitor the quality of work carried out. • To carry out first line repairs and maintenance that is within the skills and experience of the post-holder, (this may include plumbing, electrical work, glazing, carpentry, and general work. • To refer relevant work to specialists in accordance with the health and safety requirements of the school and the Trust. • To deal with repairs and maintenance that may arise as a result of accidents, emergencies and other unforeseen circumstances and liaise with School administrators / Senior Leaders and other asset management within the Borough. • To ensure that all heating and lighting systems and other equipment are working properly, carrying out regular checks and accordingly.

	• To ensure, on a daily basis, that the toilets are replenished with soap and toilet paper. • To contribute and work alongside the School Administrator with the school maintenance and repair plan and to support its implementation. Where appropriate obtaining quotations and tenders. • To ensure outside areas are clear of leaves from playground, drains and school entrances. • To keep drains and gullies free flowing, including un-blocking. • To ensure all pathways and all other external hard surfaces areas are kept clean, free of litter and weeds and that they are gritted or salted when required. Also to ensure appropriate stocks of slat and grit are held on site.
Health and Safety	• Comply with the requirements of the Health and Safety at Work Regulations. • Take reasonable care for the Health and Safety of yourself and others. • Co-operate with the school in ensuring that Health and Safety responsibilities are carried out. • To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head Teacher or other nominated person. • Undertake regular Health and Safety checks of buildings, grounds, fixtures and fittings (including compliance with Fire Safety Regulations) and equipment. • Checking that electrical equipment, heaters etc. are switched off before locking up. • Ensuring safe storage of equipment and materials. • Attending appropriate Health and Safety training courses when required. • Snow clearing and salting paths etc. as required. • Reporting all accidents to the Head Teacher. • Check fire equipment and regularly test alarms. Take part in fire drills. • Arrange regular maintenance and safety checks. • To be responsible for safety and security within the school, including acting as a key holder and organising access for emergency access. • To participate with Fire Drills in liaison with the School administrator and to maintain a log of all fire and security drills for inspection purposes. • To carry out regular checks of play and PE equipment identifying and organising for repairs of such following liaison with School Administrator. • To take appropriate actions to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment. To carry out any relevant risk assessments as required by the school and borough. • To remain up to date with current health and safety regulations ensure their implementation across the school including maintaining COSHH assessment sheets and liaising with School Administrator when new products are brought onto the site. • To undertake regular external and internal site inspections, identifying and checking for any hazards, reporting and liaising with the school Health and Safety Officer. • To monitor and oversee the electrical testing of portable electrical appliances and maintain appropriate records.

	- To ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises. - Report any significant damages to the School Admin Lead.
Resources	- To advise the headteacher on matters relating to energy control and conservation. - To move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards. - To receive goods delivered (of a wide variety of types) and ensure that these are moved and stored in accordance with the procedures of the school and to deal with deliveries outwards. - To be responsible for relevant stores and consumables, which may include the management of the relevant budget. - To be responsible for maintaining records, information and data, producing analysis and reports as required. - To ensure and create a purposeful, orderly and productive working environment. - To liaise with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate. - To be aware, contribute and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. - To attend relevant training to maintain an up to date understanding of the role and to refresh any required skills as necessary in consultation with the Headteacher and School Administrator.
Knowledge and Skills	- Willingness to undertake training. - The caretaker is expected to attend any training/meetings required in order to satisfactorily carry out any of the above requirements.
Admin	- Record meter readings (gas, electricity, water) on a weekly basis for returns – conserve energy. - Requisition of approved cleaning materials, toilet tissue, soap, paper towels, light bulbs and any other necessary equipment or materials.
Supervision	The post holder will often be required to work without direct supervision i.e. during school holidays and follow 'lone working' guidelines. Oversee site maintenance contractors, checking that work is completed to required standards and within required timescales.
Data Protection	To comply with Melrose Learning Trust policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.
Equalities	- Promote inclusion and acceptance of all pupils. - Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with the respect for their diversity, culture and values.
Flexibility	The school provides front line services, which recognises the need to respond flexibility to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust policies and procedures.
Customer Service	The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and

	human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires all staff to offer a professional level of service at all times.
Communication	• Establish rapport and respectful, trusting relationships and communicate effectively with pupils, staff, and other agencies / professionals.
Safeguarding and Promoting the Welfare of Children & Young People	• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.

Site Supervisor Person Specification

Category	Essential	Desirable	Evidence
QUALIFICATIONS	- Willingness to participate in training relevant to the post. - Willingness to undertake induction training. - Willingness to participate in ongoing training, in areas relevant to the role.	GCSE or equivalent in English and Maths.	- Application Form - References - Certificates
EXPERIENCE	- Experience of caretaking, cleaning and handy work. - DIY experience. - Good practical skills. - Ability to act as a designated key holder, providing emergency access to the school site.	Experience of working in a school environment.	- Application Form - References - Interview
SKILLS AND KNOWLEDGE	- Able to carry out painting, decorating and minor repairs. - Ability to work by yourself but also experience of working within a team. - Good organisational and time management skills. - Ability to keep records, order cleaning materials and resources. - Able to follow H&S policies and guidelines – ensuring the safety of self and others. - To be aware of requirements in respect of confidentiality, child protection procedures and health and safety.	- Knowledge of current Health and Safety policies and procedures – including Risk and COSHH Assessments. - Knowledge of heating and security systems. - Competent DIY Skills. - Knowledge / Skills equivalent to National Qualification Level 3. - Able to recognise when areas of school/grounds require improvement and inform line manager.	- Application Form - Reference - Interview
PERSONAL QUALITIES	- Enthusiastic, committed, hardworking and self-motivated. - Trustworthy and reliable. - Friendly disposition. - Ability to get on well with people of all ages. - Good role model for staff and pupils. - Understand the importance of DBS checks and safeguarding within a Primary School.		- Application Form - Reference - Interview