Excellence, compassion & respect for all

Framwellgate School Durham

CARETAKER/GROUNDSPERSON

Candidate Information Pack

Salary scale Grade FSD3 (SCP 4-5)
(£26,016 - £26,427)

Full time - 37 hours per week, all year round, permanent

Hours of work: 8.00am – 4.00pm

Start Date – as soon as possible

Excellence, compassion & respect for all

CARETAKER/GROUNDS PERSON
Salary scale Grade FSD3 (SCP 4-5)
(£26,016 - £26,427)
Full time - 37 hours per week, all year round, permanent
Hours of work: 8.00am – 4.00pm

We wish to appoint a highly motivated and reflective caretaker/grounds person to bring a high level of expertise and help to improve the quality of support in this rapidly improving school. The successful candidate will possess expertise alongside energy and enthusiasm. A willingness to learn, train and develop are all essential.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% over the last five years, and we now have more than 1300 students who attend the school. The school has been selected to be part of the latest phase in the Schools Rebuilding Programme and we envisage a fantastic new school building to be ready for September 2027.

This is an outstanding opportunity for a talented individual to join our dynamic and forward-thinking team. We are looking for someone who is driven, committed and skilled in a range of tasks who can work alongside colleagues to support the upkeep and maintenance of our vast grounds and school buildings. Duties will include:

- Care and maintenance of grounds, including playing fields
- Maintenance and preparation of all-weather playing surfaces, tennis courts and pitch marking
- Daily care of the school environment in terms of removal of graffiti and litter
- Responsibility for the security of the school premises, including acting as a key holder
- Assistance with minor building and furniture repairs and responsibility for associated tools and equipment
- Porterage such as moving furniture, deliveries etc.
- Assistance with general upkeep of the school premises, including painting, joinery, etc.
- PAT testing as and when required on completion of appropriate qualifications
- Undertaking lettings and associated tasks in line with local agreements

The appointee will work as part of the whole school site team and will be under the line management of the site manager.

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at vacancies@framdurham.com

Key Dates

The closing date for applications is Tuesday 17th November 2026 at 9.00am

Shortlisting will and interviews will take place shortly afterwards

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list clearance will be required for this post, together with completion of a pre-employment health questionnaire.

The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive
Durham

DH1 5BQ
Tel: (0191) 3866628
Email: vacancies@framdurham.com

About the school

Thank you for considering joining us at Framwellgate School Durham. The school website is an excellent starting point if you wish to know what life is like here and we would urge you to look at this to help you decide if our school is right for you (www.framdurham.com).

Aims and ethos

The school ethos is based on the idea of excellence, inclusivity and all our students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

Job Description: Caretaker/Grounds Person

Job Title	Caretaker/Groundsperson
Grade	FSD3 (SCP 4-5)
Salary	£26,016 - £26,427
Hours of Duty	37 hours per week, all year round, permanent
Postholder	Vacancy
Responsible to:	Site Manager
Principal function	To be a valuable member of the school site team, supporting in the upkeep and general care and maintenance of the school buildings, site and grounds.
Main areas of responsibility	**General** • Care and maintenance of grounds including playing fields and their surroundings, ensuring all areas are in a clean and tidy state • Undertake hedge cutting, pruning, fencing and general weeding • Ensure the attractiveness of the school site • Maintenance and preparation of all-weather playing surfaces, tennis courts and pitch marking • Care of the school environment in terms of removal of graffiti and litter daily • Security of the school premises, including acting as a key holder • Assisting in minor building and furniture repairs and responsibility for associated tools and equipment

	• Porterage duties such as moving furniture, deliveries etc. • Assist in the general upkeep of the school premises, including painting, joinery, etc. • Carry out PAT testing as and when required on completion of gaining the relevant qualification if needed • Undertake lettings and carry out associated tasks, in line with local agreements • Attend any training courses relevant to this post **Other Specific Duties** • To be a full and active member of the whole school site team, assisting and covering for colleagues whenever required
General Responsibilities	• All staff are expected to safeguard and promote the welfare of all students with whom they come into contact, and must adhere to the school's Child Protection and Safeguarding Policy. • All staff are expected to carry out their duties with full regard to the school's Behaviour Management and Exclusions Policy, Anti-Bullying Policy, Equality, Diversity & Community Cohesion Policy, Single Equality Scheme and Medical Needs Policy. • All staff must follow the school's Health and Safety Policy. • All staff must comply with all school policies, including the No Smoking Policy.
Additional Information	1. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. 2. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder. 3. The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.
The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service. Other duties may be allocated from time to time, commensurate with the grade of the post.	

Person Specification: Caretaker/Grounds Person

	Essential	Desirable

Qualifications & Experience	• Educated to a satisfactory standard in order to communicate effectively, both in writing and orally • Recent and relevant experience of working in a similar job role or has completed recent relevant training which would support this role	• English and Maths GCSE C or above (or equivalent) • Appropriate NVQ 3-4 (or equivalent) based on caretaking duties • Previous experience of working in a school environment
Knowledge & Skills	The ability to: • use practical skills to improve the site, buildings and grounds; • work well as a team player; • deal with emergencies and problems in a positive and systematic manner; • be proactive and work on own initiative; • work alone when required, showing good self- motivation; • prioritise, plan; • schedule and meet deadlines and evaluate work; • communicate effectively (both orally and in writing) to a reasonable standard. • Have a general understanding of Health and Safety • Background in building maintenance.	• Basic knowledge of joinery and/or plumbing.
Personal Attributes	• Enthusiasm • Good timekeeping • Reliable, trustworthy and honest • Excellent social skills • Flexibility • Interest in caring for school students and staff • Able to be a proactive	

	member of the school community	
Physical requirements	• Fit and able to carry out all duties • Ability to work at height with appropriate equipment, subject to training • Ability to undertake manual handling, subject to training	

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS with barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

Any offer of employment is subject to satisfactory clearances and references.

The Application Process

Please complete the Application Form available from our website.

Guidance on completing the application form:
Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words. Your completed application form should be emailed 'in confidence' to thompson.f@framdurham.com by **Tuesday 17th November at 9.00am.** All applications will be acknowledged by email. Please DO NOT upload your application form to any of the websites on which this post is advertised. Please note that we do not accept CVs.

Shortlisting will take place soon afterwards and shortlisted candidates will be contacted in due course. Please note that we only contact shortlisted candidates.

Interviews are scheduled to take place as soon as possible thereafter.

The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive
Durham
DH1 5BQ
Tel: (0191) 3866628
Email: Thompson.f@framdurham.com
Application form:Pattison.w@framdurham.com