

## School Caretaker

**Permanent / part-time: 25 hours per week (split shift preferred)**  
**Some weekend working required**  
**52 weeks per year**  
**Grade C - £25,186 - £26,244 (FTE)**  
**Actual salary: £17,017 – £17,732**



We are looking for a new Caretaker, someone who is conscientious, motivated, flexible and a reliable team member with good practical skills. The successful candidate will be an important member of our hard working team who keep our site clean and ensure a safe school environment for our children. HCC Caretaking team offer a full range of relevant training courses, which you would be required to attend.

As caretaker we are looking for someone who would:

- Be proactive in the general maintenance, security and cleanliness in the school building and grounds, including general DIY
- Be a key holder and first call from our Security Monitoring Company
- To work an occasional day at the weekend, or an evening to open and close the school site for events

We are looking for someone who:

- Has a basic knowledge of Health and Safety
- Is prepared to attend Health and Safety Courses to keep up to date with current legislation
- Will undertake cleaning duties where necessary
- Is able to undertake minor repairs
- Will lock and unlock the school site on a daily basis
- Will maintain good stock levels
- Will hire external contractors when the need arises
- Will carry out the Health and Safety checks for the school site
- Has good communication skills as you will need to communicate with visiting contractors and other members of the school community in a positive and professional manner

Closing date: Noon on Monday, 6<sup>th</sup> July 2026

Interview date: Thursday, 16<sup>th</sup> July 2026

Start date: Tuesday, 1<sup>st</sup> September 2026

Please visit our school website [stjohnthebaptistprimary.co.uk](http://stjohnthebaptistprimary.co.uk) for an application pack, phone the school on 01329 800670 or email [sbm@stjohnthebaptistprimary.co.uk](mailto:sbm@stjohnthebaptistprimary.co.uk) for more details or to arrange a visit.

### Artificial Intelligence (AI) Tools

We do not currently use AI tools in our recruitment processes; however, we understand that applicants may choose to use them when preparing their application.

If you do, please keep in mind:

- AI-generated responses can be generic and may not reflect your true skills, experience, or personality
- Overuse of AI may make your application feel less personal or engaged
- All information submitted must be accurate and genuinely represent your own voice

- Relying too heavily on AI may make it harder to communicate confidently and authentically during interviews

***St John the Baptist Church of England Primary School is a Church of England School; therefore, candidates are expected to demonstrate a positive commitment to the school's ethos and values. You do not need to be a practising Christian to be the right person for us but it is essential that you are fully committed to being part of our community and understanding and supportive of our Christian ethos.***

***St John the Baptist Church of England Primary School is committed to safeguarding our pupils and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.***

***St John the Baptist Church of England Primary School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, disability, political or religious affiliation, sexual orientation, or marital status. This commitment is central to our school ethos.***