



JOB VACANCY

Caretaker (Cover) - Holsworthy C of E Primary School

Salary details: Grade D

Job term: Cover

Hours: To be negotiated

Start date: As soon as possible

Join Our Team as a Caretaker!

Are you passionate about education and eager to make a difference in the lives of young learners environment? Do you possess excellent communication skills and a desire to provide an exceptional school environment. If so, we invite you to consider joining our team as a Caretaker!

About Us:

At Holsworthy Primary, we are committed to providing a nurturing and stimulating learning environment where every student can thrive. We prioritise academic excellence, holistic development, and fostering a sense of community.

Role: Ensure that the school premises are cleaned, secured and maintained to high standards while fostering good working relationships within the establishment.

Responsibilities

- Carrying out security procedures for school buildings and grounds
- Maintain appropriate tools, equipment and consumables relating to the premises, ensuring they are stored securely.
- Check for and make safe any damage on a daily basis. Report higher level damage to the Headteacher/ School Business Manager to include graffiti, damage and vandalism
- Source contractors when necessary and liaise with School Business Manager
- Be aware of relevant Health and Safety legislation and comply with its requirements in all aspects of the work. Where required, training will be provided.
- Health & Safety requirements must be adhered to and the post holder should take a lead role in some areas such as legionella testing, boiler checks, fire alarm testing etc.
- Security, including setting and disarming security alarm. Keyholder for school site.



- Regulation of heating systems
- Efficient ordering of stocks as necessary and the safekeeping of stocks of consumables
- Make decisions on programme of work given and deal with unexpected priorities
- Responsible for the care and maintenance of all school owned cleaning and maintenance machines and tools
- Move furniture etc as required
- Attend training as and when required
- Manage the cleaning team day to day to ensure that cleanliness is maintained
- Participating in recruitment, induction and on the job training of cleaning staff
- Attend occasional out-of-hours emergency call-outs and make safe any breach of security.
- To oversee the works of contractors on site carrying out general maintenance or school project work

Key Tasks

To manage and participate in the following functions:-

- Undertake programme of cleaning and maintenance tasks as and when required including:
 - Minor damage to fabric of building
 - Replace tap washers
 - Replace door and window furniture
 - Fit coat hooks, shelves, display boards
 - Rehang cupboard doors
 - Repair chairs / tables
 - Painting
 - Replace light bulbs, etc
- to ensure compliance of premises and self with Health and Safety regulations;
- the security and cleanliness of the premises
- organisation of and involvement in cleaning of premises
- maintenance tasks and sourcing of higher level maintenance as and when required
- clean windows/glass inside and outside
- Use products which fall under COSHH regulations and keep the COSHH register up to date

Outside Areas

- Maintain and repair the perimeter of the premises as directed by the Headteacher / School Business Manager to include guttering, pathways, steps, gullies and fencing
- Carry out basic maintenance to include gutters, weeding, salting, gritting and litter clearing.
- Maintain outside bins keeping them clean and free of debris.





- Keep playground areas clean, including the Early Years playgrounds
- Monthly visual inspection of wooden play equipment on field for obvious failings/problems
- Maintain school pathways, salting and gritting as necessary.

Other Duties

- Form positive relationships with staff, children, parents, contractors and other school users.
- To undertake allocated tasks in a timely manner to ensure that disruption to school life is kept to a minimum
- Maintain a team approach to the cleanliness, comfort and décor of the school.
- Be willing to participate in the school's mentoring programme; mentoring key children identified as needing extra support in school

Knowledge and Skills:

The job requires the skill to deal with issues raised by the Headteacher/School Business Manager efficiently and tactfully.

Need to maintain good relationships with all building users, which in the case of lettings would include members of the public.

Maintenance of stock items to a sufficient level without overstocking.

Keeping records such as the site events diary, timesheets etc.

Administration - including completion of claim forms both for self and staff members, site Health and Safety Reviews, stock takes, ladder checks, inventory checks and any other returns required.

A need to be flexible to work approach, quickly altering priorities and to work around site users. Site events and emergencies such as flooding etc. need to be carefully managed.

Knowledge and skill is required to be able to plan and execute a periodic clean throughout the site, taking into account any school activities and building work that may be taking place. This requires the planning of own workload and those of all members of the cleaning team.

The job requires the knowledge and application of a number of different cleaning tasks within a given area. A knowledge of Health and Safety and



Manual Handling is required, as are knowledge of COSHH regulations and the use of various chemicals.

Daily tasks include floor sweeping and mopping, vacuuming, floor polishing, dusting, damp wiping and the cleaning of toilet areas and other hygiene critical areas, which would include medical rooms and Food Tech area. Other tasks that would be required when carrying out periodic cleaning would include high level dusting, chair cleaning, carpet shampooing and scrubbing and re-polishing of vinyl and wood floor surfaces.

A knowledge of basic electrical safety would be necessary as would the skills to use electrical cleaning equipment safely and efficiently.

The job requires knowledge of how to unlock and lock the establishment, involves the safe keeping of keys to the building and the knowledge of the operation of building alarm systems, where fitted.

The skills to successfully recruit and interview new cleaning staff are a requirement as are skills and knowledge to be able to carry out induction and training programmes.

The job requires a level of commitment and the application of a high personal standard of cleaning together with an eye for detail and the daily application of common sense to adapt to different conditions with regard to the use of the site and the prevailing weather conditions.

To be able to plan and prioritise workload, particularly during holiday periods. Also to be able to provide first line technical advice to members of the cleaning team on issues to do with cleaning.

How to Apply:

Interested candidates are invited to apply via the school website using the link below and then email your application to Vicky Berry (vberry@holsworthy-primary.devon.sch.uk).

<https://www.holsworthy-primary.devon.sch.uk/>

Applications must be submitted and emailed by 9am on Monday 9th March 2026.

Holsworthy Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake an enhanced DBS check and provide satisfactory references.




HOLSWORTHY

C OF E PRIMARY SCHOOL

Working together, growing together, all to flourish

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