



JOB VACANCY

Caretaker - Holsworthy C of E Primary School

Salary details: Grade D NJC Pay scale

Job term: Permanent

Hours: 30 hours per week - all year round

Start date: As soon as possible (start date is negotiable)

Closing date: 9am Monday 8th June 2026

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.

Job Purpose:

The main purpose of the job is to be responsible for the caretaking and general maintenance needs of Holsworthy C of E Primary School. There will be a need to attend the opening and closing of the premises at designated times, to include normal school days and letting of school premises.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

- Undertake general repairs, maintenance and improvements to the buildings and grounds, inside and out, as directed by the line manager.
- Maintain security of school sites, ie, opening and closing of the premises for both normal school days and the letting of school premises
- Respond when a school alarm is set off and arrange for the system to be reset.
- Be available to respond to emergency calls during evenings, weekends and holidays.





- Prevent unauthorised access on school premises and ensure that unauthorised parking of vehicles does not occur.
- Fixing or reporting any problems, attend to contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
- Undertake general repairs, maintenance and improvements to the buildings and grounds, inside and out as directed by the line manager.
- Reporting any repair or maintenance work required which is beyond the role of the caretaking staff.
- Ensure that caretaking and cleaning equipment is in safe working order.
- Ensure the cleaners carry out their cleaning duties to a recognised standard and at the agreed frequencies, ensuring all work is carried out safely.
- Oversee the efficient working of heating plant and lighting.
- Maintain the boiler houses and plant rooms in a clean and tidy order and ensure clear access to all service isolators (gas, electricity, water)
- Ensure any flammable materials are kept out of boiler rooms and away from any heat sources.
- Daily routine to include checking perimeter fencing and fixed play equipment.
- As part of the site team, to clean and be responsible for the tidiness of paths, drives and other hard surfaces within the school grounds.
- As part of the site team, ensure outside areas are kept free from litter, sweep leaves, maintenance of outside bins.
- To carry out necessary procedures in the event of snow, ice, minor flooding, or similar emergency. Carry out any necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first aid equipment and facilities.
- Liaise with cleaning staff to ensure that cleaning operatives are directed appropriately, that the school areas are efficiently cleaned and that urgent calls for cleaning are dealt with.
- To keep paths, access points and entrances free of snow and ice to ensure safe passage. In the event of bad weather to liaise with the Headteacher about the safe opening of the site.
- Maintain a diary of works undertaken and liaise with line manager on a daily basis.
- Any other reasonable tasks or duties as directed.
- Undertake regular health and safety and premises checks as directed (training will be provided), and complete record sheets provided, to include:
 - Legionella checks to include weekly flushes and monthly sentinel temperature tests,
 - lightning surge protection,





- fire checks including call points,
 - ladders and playground equipment
 - checks of the water dispensers on site
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- Move furniture and equipment and set up / take down tables and chairs for meetings.

The job requires a level of commitment and the application of a high personal standard 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 staff and senior leaders.

Further information is also provided in the JD/Person Specification on our website.

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 8th June 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.

