

# Caretaker

## Junction Farm Primary School

### Candidate Information Pack

Closing Date: **9.00am, Thursday 10 July 2025**



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# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Headteacher

Dear applicant,

I would like to take this opportunity to thank you for your interest in the post of Caretaker at Junction Farm Primary School. We are seeking to appoint an enthusiastic and talented Caretaker who has the vision and drive to make a significant impact across the school and is committed to making a difference to the lives of our children.

Junction Farm Primary School is situated in Eaglescliffe in the south of Stockton-on-Tees. We are a 2-form entry school with a EMP for Communication and Interaction.

At Junction Farm Primary School, we respect and value all staff and children as individuals. We are committed to making learning exciting and enjoyable, with the right support and challenge to achieve. We work in partnership with all adults and Trust members, to fulfil our belief that every child should be able to participate in all school activities in an enjoyable and safe environment.

We encourage our children to have a passion for learning by creating an engaging, fun and relevant curriculum. We aim to nurture well rounded, respectful and confident children, who will develop skills for life-long learning. During the curriculum journey, we encourage children to be creative, unique and open-minded.

It is intended that through the design and delivery of the curriculum, and because of a strong and embedded ethos, that the children at Junction farm Primary School will be STARS.

S – Safe

T – Thoughtful

A – Adventurous

R – Respectful

S – Successful

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Junction Farm Primary School are all about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Kind regards

Louise Daly

# Caretaker

**Job Title:** Caretaker

**Location:** Junction Farm Primary School (Eaglescliffe)

**Start Date:** As Soon As Possible

**Actual Salary:** £24,201 to £24,587

**Hours of Work:** 35 hours per week, whole time (split shifts, see below)

**Contract Type:** Permanent

**Closing Date:** 9.00am, Thursday 10 July 2025

**Interviews:** Monday 14 July 2025

## About the Role

We are looking for an enthusiastic semi-skilled craftsman with a keen eye for detail and a passion for health and safety to support with day-to-day maintenance as well as the upkeep and security of our amazing school site.

This role operates on a split shift model of 6.00am to 10.00am and 3.00pm to 6.00pm, Monday to Friday.

## About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

## How to Apply

Please make sure that the completed application form is returned via email to [info@junctionfarm.org.uk](mailto:info@junctionfarm.org.uk) addressed to Mrs L Daly, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

## Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

**SCHOOL:** Junction Farm Primary School

**POST TITLE:** Caretaker

**GRADE:** F (SCP 7 - 8)

**REPORTS TO:** Headteacher

**MAIN PURPOSE:** To work under the direct instruction of the Head Teacher, undertake general caretaking duties including semi skilled general maintenance and repairs (other than where it is necessary to employ skilled trades persons) and supervise cleaners and/or other caretakers.

**TASKS:**

**RESPONSIBILITIES:**

- To ensure the general security of the school's premises and grounds (including safety measures in cold weather – gritting), in accordance with the specification of the Authority/ Governing Body
- To supervise the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To supervise the work of the cleaners and associated tasks such as completion of timesheets, ordering of materials
- To carry out first line repairs and maintenance
- Identify and report preventative maintenance and carry out more specialist repairs/works of buildings/grounds/equipment
- To undertake general portage duties
- To ensure that the premises are open for use as and when required in accordance with the specifications of the Authority/Governing Body and securing the premises after use
- To be responsible for supervising both Authority employees and outside agencies on site about repairs and maintenance of the school building
- To inform the Leadership Team and liaise with appropriate personnel of the Local Authority regarding inconsistencies after evaluating works carried out on the premises
- When required handle small amounts of cash for purchasing materials to carry out repairs

**SECURITY ACCESS:**

- To be named key holder for the school premises
- Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)
- Regular checking of security devices/systems and setting of the alarm system where provided
- Clear and salt main paths, playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc
- Assist with fire drill practices
- Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy, i.e.
  - notify Police of malicious damage, obtaining a crime reference number
  - request repairs to be carried out
- Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary

**HEALTH & SAFETY:**

- Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines)
- Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to
- To attend appropriate Health & Safety training courses
- Ensure that areas involved with 'sickness' are cleaned and disinfected
- Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position

**GENERAL MAINTENANCE:**

- Carry out repairs and maintenance that are above and beyond the scope of a competent DIY person. Be able to undertake and complete more specialist work at a similar level as a semi-skilled craftsman e.g. re-hanging a door, fixing a broken toilet, fixing a broken window
- Reporting, via the Head Teacher, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff
- To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary
- Liaising with the school clerk for the requisition of stores and supplies including the appropriate personal hygiene products, e.g. toilet rolls, paper towels etc
- Checking lamps/florescent tubes and replacing as necessary
- Carrying out specific procedures in the event of fire, flood, accident or major damage
- Ensuring that all cleaning equipment is in a safe and efficient working condition
- Emptying bins daily and ensuring that storage bin areas are kept clean and tidy
- Ensuring that windows are cleaned in accordance with the school's window cleaning contract and completing appropriate certification documents.
- Protecting the premises and sites for after school activities and ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and at weekends and securing the premises after use. Where this involves overtime working an appropriate payment will be made.

**PORTAGE:**

- Moving furniture and equipment around the school premises, as requested
- Taking delivery of goods ordered by the school and storing if required

**HEATING SYSTEMS:**

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Reporting any failure of the heating plan promptly and ensuring that if such failures occur, the correct emergency procedure is initiated to provide heating for the school
- Carrying out frost procedures when necessary
- Carrying out routine procedures of inspection on ancillary equipment and checking that they are in a serviceable condition
- Duties in connection with the emergency conservation programme (e.g. reading meters – gas, electricity and water) as directed by the Head Teacher/Governing Body

**GROUNDS MAINTENANCE:**

- Ensuring that all hard play areas and paths are clean and free from litter and excrement
- Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish
- Emptying outside litterbins and keeping areas around the school premises litter free
- Maintenance/care of shrubbery area and bushes within the school grounds and along the perimeter fencing
- To cut all grassed areas surrounding school and the maintenance of grass cutting machines

**OTHER:**

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



# Person Specification

**POST TITLE:** Caretaker

**GRADE:** F (SCP 7 - 8)

	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>Basic skills/induction</li> <li>Willingness to participate in training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>COSHH training</li> <li>Health &amp; Safety training</li> <li>The Support Work in Schools VQ (SWIS)</li> <li>Team Leading or First Line Management Qualification</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>DIY experience at a similar level of a semi-skilled craftsman</li> <li>Care and maintenance of premises, including security</li> <li>Staff supervision</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school environment</li> <li>Experience of working with heating systems</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>Knowledge of Health &amp; Safety requirements</li> <li>Knowledge of security systems and procedures</li> <li>Able to carry out set instructions and seek clarification where necessary</li> <li>Understanding of appropriate cleaning methods and standards</li> <li>Good DIY skills</li> <li>Ability to follow and comply with instructions on equipment/machinery</li> <li>Good communication skills and the ability to work effectively with a wide range of people</li> <li>Able to deal with emergencies outside normal working hours, following set procedures</li> <li>Ability for some heavy lifting</li> <li>Able to prioritise daily workload</li> <li>Able to supervise staff</li> </ul>	
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>Pleasant and friendly manner</li> <li>Reliable, polite and punctual</li> <li>A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	

# How to Apply

Application forms and further details are available on the Trust's website –

**[sparkeducationtrust.org.uk](https://sparkeducationtrust.org.uk)**

Please return your completed application form to [vacancies@sparkeducationtrust.org.uk](mailto:vacancies@sparkeducationtrust.org.uk) for the attention of Mrs L Daly, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: 9.00am, Thursday 10 July 2025**

**Interviews to be held: Monday 14 July 2025**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.