

# Caretaker

## Candidate Information Pack

**Closing Date: 9.00am, Monday 2<sup>nd</sup> November 2026**



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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 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,

We are seeking to appoint a committed Caretaker to join our team. This is an exciting opportunity to join our school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust

Kind regards,



Catherine Jukes  
Executive Headteacher



# Caretaker

**Job Title:** Caretaker

**Location:** Laurence Jackson (Guisborough)

**Start Date:** As Soon As Possible

**Actual Salary:** £22,149 to £23,012 (Grade E, SCP 5 to 6)

**Hours of Work:** Average of 35 hours per week, working shifts of 4 on/4 off (see shift pattern below), term time plus 10 days

**Contract Type:** Permanent

**Closing Date:** 9.00am, Monday 2<sup>nd</sup> November 2026

**Interviews:** Friday 6<sup>th</sup> November 2026

## About the Role

We are seeking to appoint 2x Caretakers to work extended hours, on a rotating shift pattern of 4 shifts on and 4 shifts off. Shift pattern:

- Monday 12:00 pm – 10:30 pm
- Tuesday 12:00 pm – 10:30 pm
- Wednesday 12:00 pm – 10:30 pm
- Thursday 12:00 pm – 10:30 pm
- Friday 11:00 am – 9:30 pm
- Saturday 8:30 am – 7:00 pm
- Sunday 8:30 am – 7:00 pm

We seek these Caretakers to ensure that the buildings and grounds are kept in a well maintained safe and secure condition. To liaise with the Estates Manager, senior caretakers and colleagues to recommend remedial action or development, and to support site activities by preparing facilities as requested.

The successful candidate must have:

- A calm, understanding and friendly personality
- DIY experience
- Ability to follow and comply with instructions
- The willingness to work flexibly and constructively as part of a team
- The willingness to participate in training

## About Us

We are 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](#).

For further information on the school, please click [here](#).

**How to Apply**

Please make sure that the application form is completed and returned via email to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org) addressed to Mrs C Jukes, 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.

Laurence Jackson School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

# Job Description

|                         |                                                                                           |
|-------------------------|-------------------------------------------------------------------------------------------|
| <b>Post Title:</b>      | Caretaker                                                                                 |
| <b>Reporting to:</b>    | Facilities Manager                                                                        |
| <b>Responsible for:</b> | To work under the direction of the Estates Manager, undertaking general caretaking duties |
| <b>Scale:</b>           | Scale E SCP 5-6                                                                           |

| <b>MAIN (CORE) DUTIES</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Main Purpose</b>        | <ul style="list-style-type: none"> <li>To ensure that the buildings and grounds are kept in a well maintained and safe condition. To liaise with the Estates Manager, senior caretakers and colleague caretakers to recommend remedial action or development. To support site activities by preparing facilities as requested</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Responsibilities:</b>   | <ul style="list-style-type: none"> <li>To ensure the general security of the school's premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Trust</li> <li>Organise or undertake routine safety checks in accordance with Trust Policy and Procedures &amp; maintain accurate records and maintenance logs to ensure legal, H&amp;S and good practice compliance</li> <li>Complete daily, weekly and monthly preventative maintenance tasks as outlined in the project agreement</li> <li>To carry out first line repairs and maintenance</li> <li>Identify and report preventative maintenance of a more specialist nature / beyond the scope of the Premises Team</li> <li>To ensure that the premises are prepared and open for use as and when required in accordance with the specifications of the Trust and securing the premises after use</li> <li>To inform the Premises and School Leadership Teams regarding inconsistencies after evaluating works carried out on the premises</li> <li>In accordance with Trust Procedures, order supplies and repairs as required</li> </ul> |
| <b>Health &amp; Safety</b> | <ul style="list-style-type: none"> <li>Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines)</li> <li>Ensuring that protective clothing is worn and that safe methods are adopted, and that Health &amp; Safety rules are adhered to</li> <li>To attend appropriate Health &amp; Safety training courses</li> <li>To carry out emergency premises cleaning as required</li> <li>Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position</li> <li>Ensuring emergency exit routes are kept clear at all times and reporting any concerns to the Estates Manager or SLT</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>General Maintenance</b> | <ul style="list-style-type: none"> <li>Carry out repairs and maintenance that are up to 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 broken toilet, fixing broken window</li> <li>Reporting, via the Estate Manager/Head Teacher, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff</li> <li>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</li> <li>Carrying out specific duties in accordance with Trust Policies and Procedures in the event of fire, flood, accident or major damage</li> <li>Ensuring school waste is removed to the designated waste bins on a daily basis and ensuring that storage bin areas are kept clean and tidy</li> <li>To remove promptly any graffiti both inside and outside the building</li> </ul>                                                                                            |

|                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                          | <ul style="list-style-type: none"> <li>Ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and securing the premises after use</li> <li>Complete daily, weekly and monthly preventative maintenance tasks</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Portage</b>                                                           | <ul style="list-style-type: none"> <li>Moving furniture and equipment around the school premises, as requested</li> <li>Taking delivery of goods ordered by the school and storing if required</li> <li>Carry out bus duties</li> <li>Assist in traffic management for school events</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Grounds Maintenance</b>                                               | <ul style="list-style-type: none"> <li>Ensuring that all hard play areas and paths are clean, safe and free from weeds, obstacles, litter and excrement</li> <li>Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish</li> <li>Emptying outside litterbins and keeping areas around the school premises litter free</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Security Checks</b>                                                   | <ul style="list-style-type: none"> <li>To be named key holder for the school premises and respond to alarm calls as required</li> <li>Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)</li> <li>Regular checking and setting of security devices/systems and monitoring of CCTV systems as appropriate</li> <li>Clear and salt main paths and playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc</li> <li>Assist with fire drill practices</li> <li>Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy, i.e.</li> <li>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</li> </ul> |
| <b>Other Specific Duties</b>                                             | <ul style="list-style-type: none"> <li>Participate in training and other learning activities as required</li> <li>Show a duty of care and take appropriate action to comply with all Trust policies and Health &amp; Safety requirements at all times</li> <li>Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory</li> <li>To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example</li> <li>To continue personal development as agreed</li> <li>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</li> </ul>                                                                                                                                                                   |
| <b>Safeguarding – Promoting the Welfare of Children and Young People</b> | <ul style="list-style-type: none"> <li>To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.</li> <li>To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

# Person Specification

| Criteria                       | 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</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• COSHH training</li> <li>• Health &amp; Safety training</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> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Working in a school environment</li> </ul>                                                                       |
| <b>Knowledge &amp; Skills</b>  | <ul style="list-style-type: none"> <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>• Is able to prioritise daily workload</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety requirements</li> <li>• Knowledge of security systems and procedures</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 –

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org) addressed to Mrs C Jukes, 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, Monday 2<sup>nd</sup> November 2026**

**Interviews to be held: Friday 6<sup>th</sup> November 2026**

# 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.