

## Caretaker

### Orleans Primary School

Hartington Road, Twickenham, TW1 3EN

**Contract:** Permanent

**Salary:** £32,535 to £36,585 (NJC5 to 6 SCP12 to 20 depending on experience) - Outer London

**Hours:** 35 hours per week, early/late rota basis, full time. Please refer to the job description for working hours and pattern. CVs will not be accepted.

**Start date:** February 2026

Do you want to be part of our amazing family? Do you want to work with a dynamic team where every day brings something new and exciting? Look no further! We are looking for an enthusiastic, confident person with experience in building, maintenance and security to join our friendly team at Orleans Primary School. The role involves a wide variety of site maintenance and management duties requiring the ideal candidate to have a flexible, dedicated, proactive approach and who is willing to support the vision and ethos of the school.

Our vision at Orleans Primary is for all children to **excel at learning, express their talents and care for others**. We are a thriving, two-form entry community primary and nursery school in the London Borough of Richmond upon Thames situated in the heart of St Margrets close to Richmond and Twickenham.

Orleans Primary is a very popular and successful school boasting excellent facilities, a supportive, friendly staff and most importantly, wonderful children! We take pride in our children excelling at learning whilst being exposed to a broad curriculum and a range of exciting opportunities in sports, music and art. We are extremely proud of our school site and grounds. The caretaker plays a key role in developing our school grounds to provide the safest and best possible environment for staff and pupils.

#### Requirements:

Full details of the role and responsibilities can be found in the job description. In general, the role will require:

- Working alongside and supporting the School Business Manager in creating a secure, clean and welcoming environment;
- Day to day maintenance of the school buildings and grounds ensuring full compliance with health and safety regulations;
- Engagement and supervising the work of contractors ensuring quality of control and to be mindful of best value;
- General repair and maintenance, and painting duties; and
- Flexibility to provide annual leave cover and the occasional earlier opening or lock up times as and when required.

In return, we offer:

- A supportive leadership team who value the importance of the site team;
- a school that has a firm commitment to professional development and career progression;
- a school community that is research focused and where the learning of adults is as important as the learning of children;
- a rewarding and special place to work where staff are passionate about providing a broad curriculum for all children; and

- access to the Local Authority wellbeing services and Local Government Pension Scheme as well as on site car parking available for the convenience of our staff.

**Closing date** for applications is 10.30am, Wednesday 14<sup>th</sup> January 2026. Shortlisted candidates will be notified on the same day.

**Interview:** Friday 19<sup>th</sup> January 2026.

We invite all interested applicants to arrange a school visit prior to applying. Please contact Marie Simon (School Business Manager) at [applications@orleans.richmond.sch.uk](mailto:applications@orleans.richmond.sch.uk) to make an appointment.

### **Safeguarding Statement**

Orleans Primary School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

All appointments are subject to an enhanced DBS disclosure. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. A copy of our Safeguarding and Child Protection Policy can be found on our website.

All school based jobs at Orleans are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for all school based jobs must, therefore, disclose all spent and unspent convictions on application.