



Swain House Primary School
Radcliffe Avenue, Bradford BD2 1JL

Headteacher: Mrs Clare Pugh

Tel: 01274 639049

E-mail: office@swainhouse.bradford.sch.uk

Website: www.swainhouse.co.uk

Caretaker – Permanent – Part time - 30 hours (All year round)

Band 5 (Point 6) NJC Scale

Monday – Friday 6.00am - 12.00pm

To start Monday 19th October - or as soon as possible thereafter

*This is a happy and friendly school. Staff have a deep commitment to serving their children, families and community. Relationships between staff and children and amongst children are incredibly positive. Children enjoy coming to school and feel safe. They describe their school as caring, fantastic and fun! Children learn well and benefit from an ambitious curriculum.
(Ofsted March 2023)*

Are you proactive, practical, and proud of your work? We are seeking to appoint a highly motivated and capable Caretaker to join our dedicated Premises Team. This is a collaborative job-share role, working alongside our afternoon Caretaker to ensure our school remains safe, clean, and beautifully presented.

What You Will Do

- Ensure the school grounds and buildings are exceptionally well-presented, clean, and safely managed
- Support the Leadership Team in maintaining a secure site, following health, hygiene, and safety procedures
- Act as a dedicated team player, working in close partnership with our afternoon Caretaker. This includes adjusting your hours during school holidays to ensure collaborative, safe working practices
- Manage a varied daily workload, balance competing priorities, and multi-task effectively to keep the school running smoothly
- Demonstrate a genuine commitment to achieving the best environment for our staff, children, families and the wider community
- Be a primary key holder opening school and required to be available for emergency call-outs
- Participate in relevant training

What We Are Looking For

- A problem-solver with a 'can-do' approach, a good sense of humour and the ability to use your own initiative
- A genuine desire to be fully involved in the life of our school and community
- A solid working knowledge of health, hygiene and safety regulations
- Previous experience in grounds maintenance, caretaking, or working within a school environment is desirable
- A caring and patient individual who brings enthusiasm and energy to our school community
- Someone who remains calm under pressure and is patient and level-headed when handling multiple tasks at once
- An excellent communicator who can share information clearly and warmly with colleagues, school leadership, and visitors

What We Can Offer You

- The opportunity to make a real difference in our positive, creative, and inclusive school
- Amazing, vibrant children and families from a wide range of cultures and backgrounds
- A committed, friendly and welcoming staff and Governor team
- Continuous support with your professional development and training

We are extremely proud of our happy and friendly school where all staff have a deep commitment to supporting the children and families of our community. Our school ethos is built on our core values: aspire, believe, persevere, achieve. We pride ourselves on fostering a supportive, inclusive environment for both children and staff, where everyone is encouraged to reach their full potential.

If you are ready to make a real difference in young children's lives and join a dedicated and friendly team, we would love to hear from you. We strongly encourage candidates to visit our school and to look at the fantastic provision we provide for our pupils. These visits can be arranged by contacting Jenny Smith, PA to the Headteacher - jenny.smith@swainhouse.bradford.sch.uk

Closing Date: Friday 2nd October 2026 9am

Interview date: Tuesday 6th October 2026

We are committed to safeguarding and promoting the welfare and safety of children and young people. All posts are subject to an enhanced DBS check. Proof of eligibility to work in the UK will be required