

# Caretaker (Temporary)

## Candidate Information Pack

**Closing Date: 12.00pm, Monday 2<sup>nd</sup> March 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 recently 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 Head Teacher

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the post of Temporary Caretaker at Bader Primary School.

Bader Primary School is a two-form entry school situated in the heart of Thornaby-on-Tees, Stockton.

This is a fantastic opportunity to join a school within Spark Education Trust. We can offer you:

- Wonderful children with aspirations to achieve.
- Supportive parents who want to engage with school: who hold high aspirations for their children.
- An inclusive ethos where every member of the school community is valued.
- A school community in which relationships are positive, expectations are high, every single person is constantly learning.
- An environment in which you will see people smiling, staff working together, people who care for one another, and people who respect and trust one another.
- A school dedicated to the personal and professional development of all staff.

Our school encourages all pupils to be the best they can be and strive for success in all they do in their lives. Our values of 'Being Happy, Aiming High, Determination, Excellence and Respect' are promoted in everything we do where we aim to make learning exciting and enjoyable through an engaging, fun and relevant curriculum.

At Bader Primary School, we take our role to prepare our children for life in modern Britain very seriously and ensure that the fundamental British Values are introduced, discussed and lived, through the ethos and work of our school. This, along with being Gold accredited Rights Respecting School supports and prepares every child to make a positive contribution to our rapidly changing society.

If you possess the skills and dedication to contribute to our dynamic team, we look forward to hearing from you.

Best wishes

David Hodgson  
Head Teacher

# Caretaker (Temporary)

**Job Title:** Caretaker (Temporary)

**Location:** Bader Primary School, Kintyre Drive, Thornaby

**Start Date:** As soon as possible

**Actual Salary:** £8,642.93 to £8,780.10 (Grade E, SCP 5 to 6)

**Hours of Work:** 12.5 hours per week, whole time (2.5 hours per day, 6.30am-9.00am Monday to Friday), with the possibility of additional hours

**Contract Type:** Temporary (to 31<sup>st</sup> August 2026)

**Closing Date:** 12.00pm, Monday 2<sup>nd</sup> March 2026

**Interviews:** w/c Monday 9<sup>th</sup> March 2026

## 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.

## About Us

We are a recently 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](#).

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 [scolmer@bader.org.uk](mailto:scolmer@bader.org.uk), addressed to Mr D Hodgson, Head Teacher.

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.

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

# Job Description

<b>SCHOOL:</b>	Bader Primary School
<b>POST TITLE:</b>	Caretaker (Temporary)
<b>GRADE:</b>	E (SCP 5 - 6)
<b>REPORTS TO:</b>	Head Teacher

## 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).

## TASKS & RESPONSIBILITIES:

- 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 Authority and Governing Body
- To work alongside the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To monitor 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 with regard to 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 and 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 broken toilet, fixing 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/fluorescent 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 on a daily basis 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 litter bins 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 DUTIES:**

- 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

	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> </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> <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>• Is able to prioritise daily workload</li> </ul>	
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> <li>• Polite and punctual</li> <li>• Reliable</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 [scolmer@bader.org.uk](mailto:scolmer@bader.org.uk) , addressed to Mr D Hodgson, Head Teacher.

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: 12.00pm, Monday 2<sup>nd</sup> March 2026**

**Interviews to be held: w/c Monday 9<sup>th</sup> March 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.