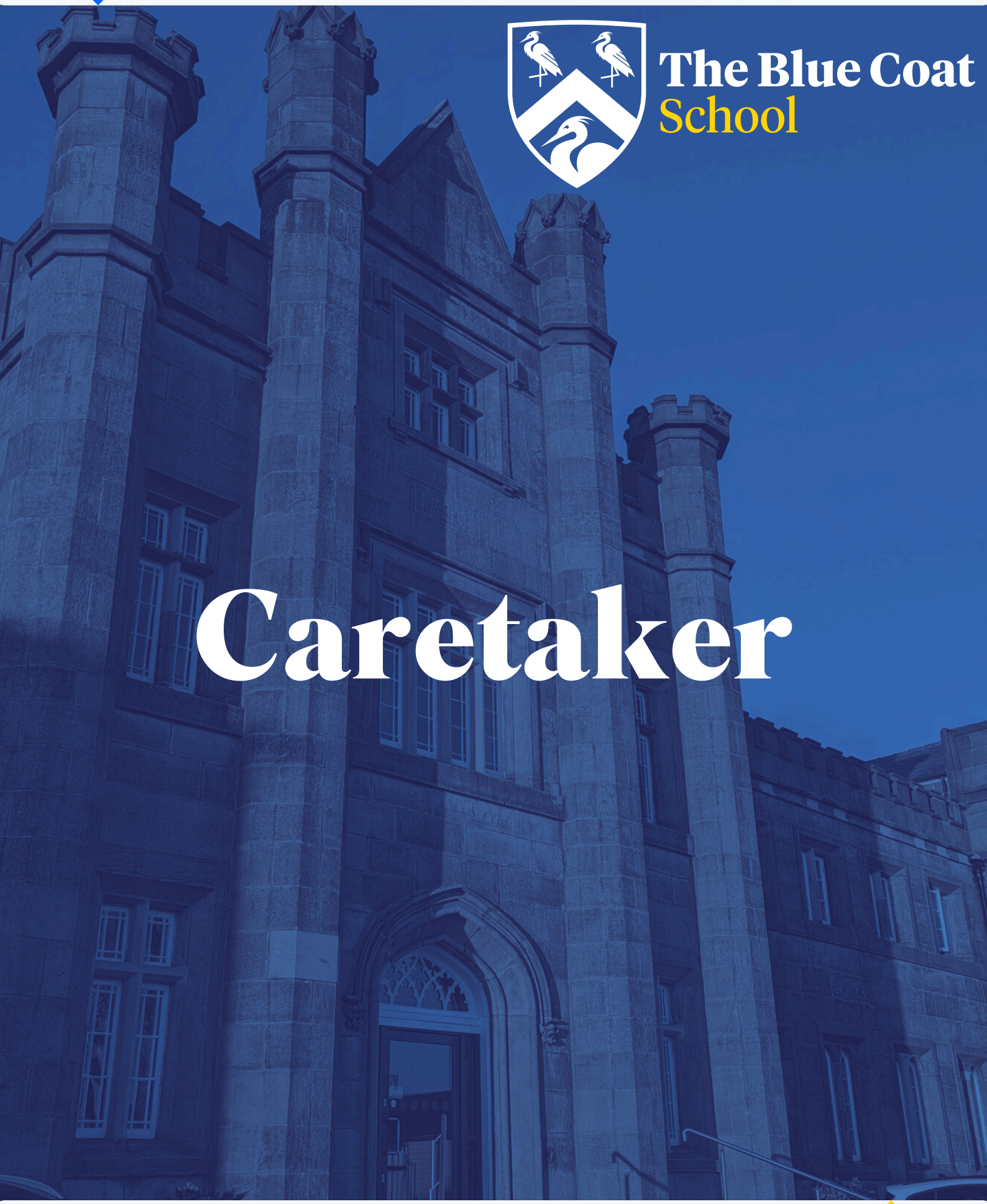


The Blue Coat School

Caretaker

PROUD TO BE PART OF
Cranmer
Education Trust

The Blue Coat School

Cranmer Education Trust

Ofsted Outstanding Provider

November 2026

Dear Potential Candidate

Thank you for your interest in the post of part-time **Caretaker** at The Blue Coat School http://www.blue-coat.org

We are proud to be an Ofsted Outstanding, vibrant and welcoming 11-18 Church of England school with over 1,700 students of diverse faith, culture and background. We are consistently the highest attaining state secondary school in Oldham and amongst the highest in the country.

From humble beginnings, we have become one of the biggest, and most successful schools in the country. The school has a national reputation for high-quality teaching and learning, pastoral care, consistently high examinations results, and outstanding progress. Our most recent Ofsted Inspection, in 2022, judge the school to be outstanding in every category. We are a National Teaching School Hub and as a result are currently supporting almost 600 ECT's and their mentors across 187 Schools.

Blue Coat is dedicated to serving young people, to enable them to become everything they can be and everything they are meant to be. We are a Church of England school that welcomes other Christian denominations, and of other faiths, and none. Our Anglican beliefs, values and worship are the core of our life together in school.

Our aim is that all our pupils become good human beings, good friends, neighbours, citizens - people we are proud to know. Their social and emotional development, their self-respect and their ability to self-manage are just as important as their cognitive development. Pupils who are happy and secure in their school learn well and become successful people. High-quality pastoral care is at the core of the school.

The Blue Coat School is part of The Cranmer Education Trust, a strong multi- academy trust based in Oldham and Rochdale, with partnerships that extend into Tameside, Manchester, Stockport and beyond in the East Greater Manchester/ Pennine/ Lancashire region. We are committed to our local and regional area and the diverse communities that our schools serve, and to the training and professional development of all the people who work in schools to provide the quality of education, inspiration, and nurture that our young people need and deserve.

We are looking to appoint an enthusiastic, reliable and hardworking Caretaker to join our friendly and committed site team.

This important role helps to maintain a safe, clean, and welcoming school environment, enabling students and staff to thrive every day.

Continuing our legacy of excellence.

The Blue Coat School

The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

Full details about the post and application form are available from: Cranmer Education Trust Vacancies

If you would like to discuss the position further, please contact hr@blue-coat.org to arrange a call with the Estates and Compliance Manager.

We look forward to hearing from you.

Yours sincerely,



Mr R Higgins
Headteacher

Job Advert

"Pupils, and students in the sixth form, flourish at this school. They are immensely proud of their school and its history. Pupils experience an ambitious curriculum that is successfully designed to build a deep and secure body of knowledge over time. They are exceptionally well prepared for the next stage in their education." (Ofsted 2022)"

Caretaker

Grade 1 SCP 03 £25,614 per annum (Pro-rata)

Actual Salary: £8,744 - £9,022 (dependent on continuous service & experience)

Part Time (3 hours per day, 15 hours per week)

Term Time Only, Permanent

We are looking to appoint an enthusiastic, reliable and hardworking Caretaker to join our friendly and committed site team. This is an important role supporting the maintenance, security, and effective use of our school site and buildings, helping to provide a safe, clean and welcoming environment for students, staff and visitors.

The successful candidate will support the school outside of normal hours, ensuring the site is secured and well managed. Your main duties will be to lock and ensure the security of the school site at the end of each school day. On occasion, you may be asked to support with general maintenance duties. You will take pride in maintaining high standards across the school and will contribute positively to the smooth day-to-day running of this busy site.

This role would suit someone with strong practical skills, a proactive attitude and a genuine commitment to health and safety.

We are looking for someone who:

- Is reliable, honest and hardworking, with a positive and flexible approach
- Can work independently using initiative, as well as part of a team
- Has knowledge of Health & Safety in the workplace
- Understands the importance of maintaining a secure, safe and well-managed site
- Takes pride in providing a high-quality service in a busy school environment

If you are passionate about creating a safe, well-maintained and welcoming environment and take pride in your work, we would be delighted to hear from you.

Working for The Blue Coat School means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high level of support and access to expertise. This is an excellent time to join the team, as we develop collaborative structures and systems to enhance and support our growing family of schools.

There are 10 schools in our trust, both primary and secondary schools, across Oldham and Rochdale. The trust also incorporates a teacher training school and the East Manchester Teaching Hub, which support the training and development of new and existing teachers across the North West of England. For further details please visit: Cranmer Trust Vacancies

This position will be based at The Blue Coat School, Oldham, but may from time to time require travel as necessary to collaborate with other schools which are all locally based.

We offer:

- Opportunities for professional development in a growing Trust
- A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best
- LGPS career average pension scheme with a generous employer contribution
- Central Oldham location close to good transport networks

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

For further information please refer to:

- The Cranmer Education Trust's Safeguarding and Child Protection Policy Trust Policies | Cranmer Education Trust
- The Trust's statement on the employment of ex-offenders, in the vacancy Supporting Documents section.
- The job description and person specification for further information regarding the safeguarding responsibilities of the role.

Follow the link Vacancies to apply for this vacancy. Please note CVs are not accepted.

Closing date for applications:	**Monday 16 November 2026 @ 09:00
Interviews:	Tuesday 17 November 2026
Start Date:	ASAP

The Cranmer Education Trust is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process.

**** Applicants are advised to submit their applications at the earliest opportunity. The Trust reserves the right to close the vacancy prior to the advertised deadline should a high volume of applications be received.**

Job Description

Role:	**Caretaker**
Salary:	**Grade 1, SCP 03**
Working Pattern:	**Part Time, Term Time Only**
Hours:	**17:00 - 20:00 (3 hours per day) 15 hours per week**
Contract:	**Permanent**
Responsible to:	**Site Manager/ Estates & Compliance Manager**
Contacts:	**Pupils/ Staff/ Suppliers/ Contractors/ Visitors**

Purpose of Post

To proactively assist the Site Manager in the care and security of the school's site, grounds and buildings.

Support

1. Under direction from the Site Manager maintain the security of school premises by locking/unlocking school buildings, securing entrances and exits and reporting potential security breaches as appropriate. Carrying out emergency repair works in order to temporarily secure where necessary.
2. Operate building alarm systems as part of opening / closing procedures referring malfunctions etc as appropriate.
3. To take part in training and development activities as identified with line management and to take responsibility for personal training and development

Health & Safety/ Safeguarding

1. Follow school safeguarding policy and Health and Safety procedures.

Administration

1. Respond to the duty mobile phone.
2. Report any damage or issues around site that you notice during lock up to the Site Manager via email

General

1. Keep abreast of maintenance and safety best practice and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
2. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
3. Manage workload proactively and positively where possible - seeking guidance where necessary from the Site Manager.
4. Take a proactive role in maintaining a professional working environment.
5. Support the school's health, safety and welfare policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
7. Participate fully in staff training and development opportunities including attendance at staff meetings as directed, and work to continually improve own and team performance, sharing skills and expertise with others as required.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

The post is subject to an Enhanced DBS including a check against the children's barred list.

Person Specification	E	D	A/I/T
Qualifications			
Qualified by experience in a maintenance field e.g. handyman, caretaker, maintenance role		✓	A
Qualified by experience in a trade, for example, plumbing, joinery		✓	A
Health and Safety Qualifications (including IOSH, NEBOSH, Working at Height, Manual Handling, Risk Assessing)		✓	A
Experience			
Experience of caretaking in an educational setting		✓	A
Maintenance experience	✓		A/I/ T
Experience of prioritising and able to deal with emergency situations, for example, fire alarm	✓		A/I/ T
Experience of using ICT systems	✓		A/T
Experience of team working and individual working	✓		A/I
Skills & Abilities			
Ability to work proactively – seek and sort issues independently	✓		A/I
Practical approach to work, ability to follow instruction and prioritise	✓		I
The ability to work to high-quality standards, attention to detail	✓		A/I
Hands on and able to support the variety of jobs that arise in a school setting	✓		I
Ability to use MS office and computer packages to ensure the effective operation of the school heating and safety systems as well as general communication	✓		A/I
Knowledge			
Knowledge of delivering building/maintenance related work		✓	A/I
Knowledge of health and safety	✓		A/I/T
Understanding of the wider safeguarding agenda working with children and young people	✓		I
Awareness of the potential health and safety risks and issues of site maintenance and school specific risks, e.g. lone working, fire, importance of statutory checks and tests		✓	I
Work Circumstances			
Able to work flexibly, according to the needs of the school including evening attendance	✓		A/I
Willingness to keep up to date with new technologies and working equipment	✓		A/I

Essential:	E	Desirable:	D

Application:	A	Interview:	I	Test:	T

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview