



Play, Learn and Grow...Together!

Ordsall Primary School



Head Caretaker

Hours: 12:30pm – 6:00pm, Monday to Friday (27.5 hours per week, all year round)

Contract: Permanent

Grade: 4 (Actual salary: £19,936 – £21,955).

Start date: As soon as possible

Location: Ordsall Primary School, Ordsall Road, Retford, DN22 7SL

Closing date: Thursday 15th January 2026 at midday

Shortlisting: Friday 16th January 2026

Interviews: Friday 23rd January 2026

About the Role

We are seeking a committed and proactive Head Caretaker to join our friendly and hardworking team. This is an excellent opportunity for someone who takes pride in their work and enjoys contributing to a safe, clean and welcoming environment for pupils, staff and visitors. You will take responsibility for the maintenance, security, safety and compliance of our school site, ensuring high standards of presentation and health and safety at all times. This role includes a leave entitlement of 25 days per year, to be taken during non-term time, plus bank holidays. Training will be provided for all key compliance areas, systems and procedures.

Key Responsibilities

- Lead on fire safety and site security, including alarms, door systems, evacuations and lockdown drills.
- Complete regular compliance checks (emergency lighting, asbestos, legionella, playground and tree inspections).
- Undertake minor repairs and maintenance, liaising with contractors for larger works.
- Carry out contractor inductions and ensure all required documentation is completed.
- Keep the site safe and well-presented, including gritting and snow clearance when needed.
- Support cleaning only in exceptional circumstances (e.g. staff absence) to maintain hygiene standards.
- Support with occasional site unlocking as part of security responsibilities.
- Assist with site access, deliveries and school event setup.

About You

We're looking for someone who:

- Has experience in a caretaking or maintenance role.
- Understands health and safety, including fire safety, asbestos, legionella and working at height.
- Is practical, reliable, well-organised and able to prioritise tasks.
- Works well independently and as part of a team.
- Shows commitment to our school's values and community.

Training will be provided where required, and we welcome applicants keen to develop their skills in a supportive school environment.

About Our School

At Ordsall Primary School, our vision is to ensure every child can achieve their full potential by enabling them to Play, Learn and Grow Together. We take pride in our strong community ethos and our RESPECT values – *Resilience, Effort, Support, Passion, Enrichment, Compassion and Teamwork*.



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Additional Information

- Some flexibility in hours may be needed for events or emergencies.
- This post is subject to an Enhanced DBS check and satisfactory references.

How to Apply

For more information, please contact the school office on 01777 702852 or email office@ordsallpri.notts.sch.uk.
Application packs and further details are available at: www.ordsallprimary.com.