



## Vacancy for **School Caretaker** Melbourn Primary School

£24,404 - £25,183 (Grade 2/3 Point 4 to 6) pro rata  
Permanent position (52 weeks per year) – 17.5 hours per week  
3.00pm – 6.30pm Monday to Friday

Flexibility in working hours is required to support the school  
with activities and any site issues

All holiday entitlement will need to be taken during the school holiday periods.

Melbourn Primary School is a warm and welcoming school on the Cambridgeshire / Hertfordshire border. We are in the beautiful village of Melbourn, just a short car journey or only a 15-minute train ride from Cambridge city centre and good transport links into London.

The school caretaker can often be the first point of call for visitors to the school, parents, staff and children. As one of the 'faces' of the school the caretaker should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.

The role includes: -

- Caring for the school building, furniture, fittings and equipment.
- Ensuring a high-quality physical environment.
- Carrying out a full range of duties to provide exacting standards of cleanliness, general security and maintenance.
- Cleaning, handyperson activities and supervision of school cleaning staff.
- Promoting the efficient use of the school's assets.

Full information can be found on our website [www.melbournprimaryschool.org.uk](http://www.melbournprimaryschool.org.uk), including a virtual tour of our school. If you are interested in learning more about the role and the school please contact us via [office@melbourn.cambs.sch.uk](mailto:office@melbourn.cambs.sch.uk) or telephone 01763 223457. Visits are warmly welcomed.

Closing date for applications and short listing is 12 midday on Friday 15<sup>th</sup> August 2025. However, strong applications will be shortlisted and suitable candidates invited to interview on receipt.

*Melbourn Primary School is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as social media checks. This post is exempt from the rehabilitation of offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*