



Sexton's Manor Primary School

Caretaker required

We are looking to appoint a hardworking, enthusiastic caretaker to join our amazing team. Someone who will care about our beautiful school and keep it safe for our delightful children and exceptional staff.

You will take charge of the cleaning and maintenance of our school and grounds. We need someone who is able to work under their own initiative, lead the small team of cleaners and take pride in keeping the school clean and safe for all users.

Duties will include:

- Lock and unlock the school site and carry out security checks on the building.
- Line manage the school cleaners and ensure that there is a high standard of cleanliness in all areas of the school.
- Take responsibility for cleaning an areas of the school including classrooms, public areas and toilets.
- Monitor stock and order supplies.
- Carry out and record simple checks and maintain online and paper records for Health and Safety.
- Arrange maintenance calls and be onsite when needed during school holidays, when contractors are working in school.
- Carry out minor maintenance of the building, decorating and general DIY.

Previous experience would be beneficial, but full training will be provided. The successful candidate will be required to act as the primary key holder, so we are looking for someone who can easily access the school.

The hours are 27.5 week, term time plus four weeks per year.

Grade 3.4

There will be occasions and events where the school will need to be opened/locked outside of the school day (for example when the school is used for events or when there is building work being completed over the holiday period).

Closing date: 12th June 2026

Interviews: 15th June 2026

Start date 1st July 2026 or sooner.

If you are interested in this post, an application form and job description are available from our school website:

Alternatively, you can request a copy via email:

Visits to the school are welcome and we would love to hear from you if you have any questions. Please contact the school office 01284754371

Sexton's Manor Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks and other pre-employment checks will be required.