



Headteacher - Mrs Jemma Calverley  
Fawcett Primary School, Alpha Terrace,  
Trumpington, Cambridge. CB2 9FS  
01223 840299  
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Growing and Learning Together



Headteacher - Mr Ollie Monro  
Trumpington Meadows Primary School  
Kestrel Rise, Trumpington, Cambridge. CB2 9AY  
01223 840299  
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www.trumpingtonfederation.co.uk

# Caretaker

**37 hours per week Monday to Friday**

**Local Government Pay Scale Level 4, Scale 2 pts 4 - 5 (£25,185 - £25,583), Local Government Pension Scheme**

The Trumpington Federation is looking for a resourceful and energetic person to join the team that looks after our two schools, Fawcett Primary and Trumpington Meadows Primary, located in Trumpington on the southern edge of Cambridge.

As Caretaker, you will report to the Federation Business Manager, helping to keep the schools a safe, clean and engaging environment for our students. Whilst experience of a school environment would be helpful, it is not essential. You will be able to demonstrate a commitment to keeping young people safe, an understanding of how to work safely and excellent attention to detail. You will be calm and flexible in the face of changing priorities and be able to remain focussed in a busy environment.

As a key-holder you will share responsibility for securing the premises. Previous experience of key holding duties is not essential, as training will be provided, but you will be able to demonstrate that you are trustworthy and can work methodically to agreed procedures.

The working hours will be 7:30am to 3:30pm Monday to Friday. There is an expectation that the successful candidate would be able to work flexibly. A reasonable amount of paid overtime, to cover occasional absence of other team members and weekend lets, is a necessary part of the role.

For the right candidate(s) the school would consider a job share arrangement, an apprenticeship or supporting development towards Institute of Workplace and Facilities Management qualifications.


We are well served by transport links. Both schools are only a short drive from Junction 11 of the M11 and there is ample parking on each site. Trumpington Meadows is located adjacent to the Trumpington Park & Ride and Fawcett Primary is only a short walk from the Guided Busway. Both schools are well connected to safe cycle routes and benefit from secure cycle parking. Visits to our schools are warmly welcomed; please call the school office (01223 840299) to arrange this.

Trumpington Federation is committed to the safeguarding and promotion of children's welfare. All applicants will be subject to online checks prior to shortlisting and all appointments are subject to an enhanced Disclosure and Barring Service check. Safeguarding procedures form part of the induction process. A copy of the school's Safeguarding and Child Protection Policy is available to download from the Policies section of the school's website [www.trumpingtonfederation.co.uk](http://www.trumpingtonfederation.co.uk). The school will require a Certificate of Good Conduct, where applicable, from the professional regulating authority in the country in which the applicant has worked. References will be applied for prior to interview.

If you would like to apply for this position, please visit the 'Joining our Schools' section of our website [www.trumpingtonfederation.co.uk](http://www.trumpingtonfederation.co.uk) and click on the 'Work with us' tab. You will then be able to download an application pack and an application form.

Closing Date: 23<sup>rd</sup> March 2026

Interview: Week commencing 13<sup>th</sup> April 2026

|                  |  |   |
|------------------|--|---|
| <b>Job title</b> | <b>Caretaker – The Trumpington Federation</b>  |  <p><b>Growing and Learning Together</b></p> |
| Salary grade     | Level 4, Scale 2   |   |
| Reports to       | Business Manager   |   |
| Responsible to   | Headteacher  |   |
| Hours            | 37 hours per week, 52 weeks per year   |   |
| Location         | This is a cross-Federation role and the successful candidate can be required to work at either site. |   |

### Job purpose

Support the Headteacher and Business Manager to ensure the safety of all site users by helping to maintain the grounds, facilities and equipment owned by the school in safe working order. Support delivery of quality teaching and learning by ensuring that facilities are available to them in a clean, safe, satisfactory condition.

### Duties and responsibilities

#### General Duties

- Contribute to the overall ethos, work and aims of The Trumpington Federation, respecting and supporting the role of other professionals.
- Work in line with statutory regulations, school policies and risk assessments
- Maintain and develop own knowledge of regulations pertinent to role.
- Liaise with colleagues, neighbours and partner organisations; maintain and manage positive working relationships; treat all users of the school with courtesy and respect.
- Provide reasonable cover for absence of other site team members.
- Support the effective running of the site team by ensuring effective communication within the team and the wider school regarding site matters including attending relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Present a positive personal image, contribute to a welcoming environment, support equal opportunities

#### Security

- Permit access to restricted areas of the school as required
- Together with the rest of the site team, carry out locking up and/or opening up duties according to agreed procedures for designated key holders.
- Operate routine security arrangements to prevent/deter unauthorised access to the site and restricted areas within the site, to minimise theft and vandalism.
- Require unauthorised/unwelcome visitors to leave the site; liaise with police in the event of intrusion.
- Monitor site safety, make recommendations for improvement and take action to implement.

#### Managing Planned Maintenance and Remedial Repairs

- Perform, general repairs/maintenance: painting, decorating, minor electrical repairs; carpentry, erecting flat pack furniture, moving furniture, repairs to flooring, minor improvement jobs, basic DIY, gutter clearing etc where such work is within the capabilities of a competent handyperson.
- Manage the cleaning staff/provider to ensure cleaning standards are maintained
- Carry out routine cleaning; assist with deep cleaning and high-level cleaning; use heavy cleaning equipment (buffing, jet washing, scrubbing); undertake emergency cleaning as required.
- Maintain grounds as necessary (light work - mow, trim, weed), undertake basic DIY.
- Ensure all equipment owned by the school and provided for the purposes of maintaining the school and its grounds are kept in good working order; ensure safe use, storage, and handling of such equipment.
- Undertake basic equipment repair including perform temporary and minor repairs
- Courier and portage duties as required.
- Report to the Property Management Service any other work that needs to be completed by a qualified third party.
- Liaise with Property Management Service and contractors in response to circumstances requiring specialist support; assist Business Manager to obtain quotes for repairs and small improvements; supervise contractors who are not DBS cleared when on site; assure the quality of contractors work.

### Statutory Inspection and Compliance

- Execute emergency procedures in the event of fire, flood, intrusion, accident or major damage.
- Liaise with emergency services during normal working hours.
- Contribute to review and implementation of risk assessments for own areas of responsibility (e.g. vehicle movements on site, caretaker duties, CoSHH risk assessments for hazardous site maintenance materials).
- Work in accordance with agreed risk assessments and report any non-compliance to senior management
- Carry out in-house health and safety checks including those on fire safety measures, legionella prevention, access equipment. Keep accurate up to date records.
- Liaise with Property Management Service and contractors to organise completion of statutory inspections and preventative maintenance by third-party specialists as required.

### Managing the Environment

- Maintain safe and clean external environments e.g. gritting, litter picks, sweeping, keeping surface drains free of obstruction; empty litter bins or baskets, dispose of rubbish and keep the bin areas clean and tidy.
- Follow agreed procedures for the disposal of routine waste.
- Organise specialist waste collections e.g. sanitary waste, POPS, waste electrical equipment, skip hire for bulky waste, confidential waste, ensuring that all waste is disposed of in line with statutory requirements
- Operate the Building Management System and heating plant so that the required temperatures are maintained and an adequate supply of hot water is available.
- Take action to minimise the energy and water consumption of the school.

### Ensuring availability of resources and facilities

- Together with the rest of the site team, ensure stocks of spare parts, materials and consumables are stored in safe, tidy and secure locations and that stocks are maintained at agreed levels.
- Order sundry stock and maintain supplies; re-stock consumables from stores to agreed points of use.
- Direct activities of cleaners to ensure classroom, hygiene room and bathroom points of use are suitably stocked at the start of each day.
- Assist and be responsible for the preparation of rooms and appropriate work areas. (e.g. hall, meeting rooms, classrooms, and catering areas). Liaise with external community as required.

### Managing Budgets

- Provide receipts, work sheets and delivery notes as evidence of goods and services received.
- Ensure overtime is agreed in advance, claimed regularly and that claims are authorised.
- Log orders for any goods and services procured on behalf of the school

### Other duties

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases however, where a permanent and substantial change in the duties of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**The Trumpington Federation is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment.**

|                        |  |      |  |
|------------------------|--|------|--|
| Signed by employee     |  | Date |  |
| Signed by line manager |  | Date |  |

| Person Specification  | Essential | Desirable | Method of Assessment  |
|---|-----------|-----------|---|
| <b>Communication &amp; Literacy</b>   |           |           |   |
| Confident, clear and polite when communicating with a variety of audiences (staff colleagues, governors, parents, pupils, contractors, neighbours).   | X         |           | Letter of application<br>Application form<br>Interview          |
| Competent and confident using a range of communication technologies including school phone system, mobile phone and MS Outlook for email communication.   | X         |           | Application<br>Interview<br>Tasks                               |
| Functional literacy and numeracy skills sufficient to be able to e.g. complete forms for ordering materials, health & safety checks etc.; provide clear communication, both written and oral, on issues arising in the course of their duties; read instructions for installation, set-up, use and maintenance of facilities; take measurements, calculate order quantities required; measure out correct dose of chemicals | X         |           | Letter of application<br>Application form<br>Interview<br>Tasks |
| NVQ Level 2, IWFM Qualificaitons  |           | X         | Certificates  |
| <b>Personal Qualities</b>   |           |           |   |
| Commitment to ensuring the safety of all site users, especially vulnerable children and adults, and the security of all school assets.  | X         |           | Interview<br>References<br>Vetting checks                       |
| Relates well to pupils  | X         |           | Tasks; References   |
| Honest, discrete and trustworthy: key holder and responsible for site security; has access to confidential records and school safe; responsible for critical H&S checks   | X         |           | Interview; References<br>Vetting checks                         |
| Reliable and punctual   | X         |           | References  |
| Enjoys working in a systematic way in line with defined procedures; tidy and organised  | X         |           | Past experience<br>Interview                                    |
| Able to work without close supervision to ensure tasks are completed  | X         |           | Past experience<br>Interview                                    |
| Good attention to detail  | X         |           | Tasks   |
| Flexibility: able to switch hours or do overtime to cover absence of colleagues; some element of out-of-hours work  | X         |           | Interview   |
| Energetic and enthusiastic; pro-active in identifying what needs to be done and getting on with the job   | X         |           | Interview   |
| Remain calm in emotionally charge situations; behaves to de-escalate tension; Copes well with short-term changes in priorities  | X         |           | Interview   |
| Comfortable in a lone-working situation   | X         |           | Interview   |
| Works well as part of a team; used to working in shared spaces and using shared equipment and resources.  | X         |           | Experience, Interview<br>References                             |
| Willingness to train and develop new skills   | X         |           | Application, Interview  |
| Experience of specific systems and plant used by the school   |           | X         | Application, Interview  |
| Confident working at heights, with appropriate equipment  | X         |           | Interview   |
| Able to carry out manual handling duties commensurate with the role and to operate powered machinery  | X         |           | Interview<br>Tasks  |
| <b>Skills and Experience</b>  |           |           |   |
| Valid clean driving licences  | X         |           | Online check  |
| Basic training and/or experience in: general maintenance, plumbing & heating systems; electrical installations and lighting; ground works; cleaning and infection control.  | X         |           | Application form<br>Interview, Tasks                            |
| Knowledge of Health & Safety legislation  | X         |           | Interview, Tasks  |
| Experience of/training in basic administrative skills, particularly record keeping  | X         |           | Application form<br>Interview, Tasks                            |
| Previous experience of a school environment   |           | X         | Application form<br>Interview, References                       |

**Statement on the recruitment of ex-offenders – check with Lucy who puts this in**