



**TAPESTRY  
LEARNING  
PARTNERSHIP**

JOB OPPORTUNITY

## Caretaker

**Springfield Junior School, Swadlincote**

Permanent

30 hours per week, 52 weeks per year

Pay Scale 3: £21,101 – £21,342 pro rata (£25,917 - £26,322 FTE)

### Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are looking for a passionate and committed Caretaker to play a vital role in supporting this vision at Springfield Junior School.

### About the Role

The caretaker is responsible for the day-to-day maintenance, safety, and security of the school site, ensuring it is a clean, secure, and fully operational environment for pupils, staff, and visitors.

### Who We're Looking For

We're looking for a reliable, hands-on caretaker to help maintain a safe, secure and welcoming environment at Springfield Junior School. You'll be practical, proactive, and take pride in keeping our school running smoothly

### About Springfield Junior School

Springfield Junior School is a welcoming, inclusive junior school in Swadlincote, serving around 200 pupils aged 7–11. Part of Tapestry Learning Partnership and rated Good by Ofsted, the school prides itself on a nurturing environment, strong community links, and a commitment to providing a broad, engaging education for all pupils.

### Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted applicants are required to declare all unspent cautions or convictions, and any adult cautions or convictions that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01283 217855.

Further details about our school can be found on our website: [Home - Springfield Junior School - Derbyshire](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

|                                       |                           |
|---------------------------------------|---------------------------|
| <b>Closing date for applications:</b> | 5 <sup>th</sup> July 2026 |
| <b>Interview date:</b>                | To be confirmed           |
| <b>Potential Start date:</b>          | As soon as possible       |

## JOB DESCRIPTION

|                          |                                                    |
|--------------------------|----------------------------------------------------|
| <b>Post Title:</b>       | Caretaker                                          |
| <b>Reporting to:</b>     | Headteacher/Estates & Facilities                   |
| <b>Grade:</b>            | Pay Scale 3                                        |
| <b>Disclosure Level:</b> | Child Workforce - Enhanced, Children's Barred List |

### Purpose of the Post

Maintain the security of the premises and its contents (including the operation of fire and burglar alarms and key-holder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant), providing portorage, defined handy person duties, and other duties arising from the use of premises

### Main Duties

The Caretaker will support the Headteacher in maintaining the security of the premises and its contents including the operation of fire and burglar alarms and key-holder responsibilities and maintenance of lighting and heating systems. The caretaker will also provide portorage and defined handy person duties and other duties arising from the use of the premises. General Handy person duties include routine development and maintenance, decorating, repairs and other tasks, which would not normally require the services of an outside contractor.

### Key Duties and Responsibilities

- Maintain security of the premises together with its contents, attend to the Intruder Alarms where applicable, board up and make secure the building(s) following acts of vandalism;
- Attend to the heating of the premises and maintain the required temperatures, ensure boiler plant equipment is cleaned and maintained in accordance with the specification and report faults;
- Attend to the heating of the premises at weekends during the approved winter period i.e. 1st November - 30th April when necessary and as agreed;
- Be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, etc. in line with the Academy policy and procedures for emergency cover;
- Take reasonable care for the health and safety of themselves and others who may be affected by their activities and, where appropriate, to safeguard the health and safety of all persons under their control and guidance in accordance with the provision of Health and Safety legislation;
- Assist in all necessary testing and recording of fire alarms, water systems and emergency lighting for the purposes of ensuring statutory compliance.

## Resources

- Record all deliveries and maintain the required information, replace consumable items and ensure that adequate supplies are maintained to meet the needs of the establishment and the cleaning contractors;
- Attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings; to be available to attend evening lettings as agreed during the week and at other times by agreement;
- Give adequate supervision and directive advice to contractors including cleaning staff in order to maintain high standards of cleaning, security, maintenance and janitorial duties; to maintain the required records of timesheets, attendance records etc;
- Provide and assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work;
- Provide a range of “handy person” duties.

## Porterage and Janitorial Provision

- Clean designated areas in the establishment and maintain high standards in these areas; maintain floor surfaces in accordance with the requirements of the school’s cleaning/janitorial specification;
- Ensure that all exterior hard surfaces including artificial/turfed areas are kept in a clean, tidy and safe condition – including the emptying of litter baskets, the cleaning of drains and gulley’s as required, and during the winter months, the salting, de-icing of hard surface areas and moving of snow to ensure access to the premises;
- Remove graffiti from internal and external surfaces immediately it is noticed;
- Assist with the cleaning of internal glass and windows where required;
- Clean, where applicable, overhead kitchen canopies and grease traps;
- Set out furniture, examination desks etc, as requested by the school;
- Carry out porterage duties as and when required by the school;
- Undertaking such other duties that are commensurate with the post as directed by the Site Manager or the Head of Establishment.

## The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust’s Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust’s Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

# Person Specification



| Post requirements                                                                                                    | Essential | Desirable | Evidence and Assessment                 |
|----------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------------|
| <b>Qualifications</b>                                                                                                |           |           |                                         |
| Relevant maintenance or trade qualification                                                                          |           | ✓         | Application form                        |
| Previous caretaking experience                                                                                       |           | ✓         | Application form                        |
| Experience of maintenance, handyman or trade duties                                                                  |           | ✓         | Application form                        |
| <b>Skills</b>                                                                                                        |           |           |                                         |
| Ability to undertake minor repairs and maintenance including painting and decorating, joinery, plumbing and glazing. | ✓         |           | Application form, interview, references |
| Ability to undertake manual handling tasks such as portorage of furniture and deliveries.                            | ✓         |           | Application form, interview, references |
| Ability to undertake testing and log keeping to help ensure statutory compliance.                                    | ✓         |           | Application form, interview, references |
| <b>Knowledge</b>                                                                                                     |           |           |                                         |
| Knowledge of health and safety legislation and good practice and how they apply in a school environment.             | ✓         |           | Application form, interview, references |
| <b>Personal qualities</b>                                                                                            |           |           |                                         |
| Able to develop and maintain effective working relationships and work well in a team.                                | ✓         |           | Application form, interview, references |
| Willing to be flexible in relation to working hours.                                                                 | ✓         |           | Application form, interview, references |
| Ability to act on own initiative, dealing with any unexpected problems that arise                                    | ✓         |           | Application form, interview, references |
| Hardworking, conscientious, motivated and enthusiastic.                                                              | ✓         |           | Application form, interview, references |
| Willing to develop through appropriate training opportunities.                                                       | ✓         |           | Application form, interview, references |