



## **PRIORY PARK INFANT SCHOOL & PRESCHOOL- Almond Road, St Neots**

### **Caretaker with key holding responsibilities**

This is a permanent position. **Salary: Scale Point 3: FTE £24,796 (please note, this post is NOT full time and the salary will be pro-rata)**

*25 hours per week term time only - this includes a 5 hour time allowance to cover the Preschool site with overtime when necessary to cover holiday work.*

Working hours will include a morning shift (7.15am to 9.15am) and an afternoon shift (4pm to 6pm).

We will consider splitting the role into 2 separate job share roles so please advise accordingly on your application if this is your preference.

Priory Park Infant School & Playgroup is a successful and very happy school where everyone is committed to ensuring that all children thrive on positive learning experiences.

Due to the retirement of the current caretaker, the school/Preschool is looking to appoint a trustworthy, enthusiastic, reliable, hardworking and dedicated person to join our team from September 2026

The role will require you to become an integral part of our school community as you will be required to work alongside our friendly team whilst undertaking caretaking duties to ensure that our site is a safe and well maintained environment for our staff and pupils.

We are looking for someone who can take care of all the little jobs that need doing each week and who is dedicated to making a difference to the wellbeing of everyone!

We are looking for someone who:

- Puts the children's well-being at the forefront of everything they do
- Has the ability to carry out general maintenance jobs and basic DIY
- Is able to manage their time and work effectively in a busy environment
- Is able to use their own initiative
- Can be flexible and provide access to the building and grounds to authorised persons at all reasonable times.
- Understands the need for confidentiality & security, including the importance of safeguarding pupils at all times.
- Is professional and good at communicating and uses these skills well to liaise with others
- Has high standards in their work, is self-motivated and flexible.
- Can ensure that the school meets health and safety requirements.
- Is able to complete ad hoc cleaning work as required. A knowledge of COSHH would be advantageous but is not essential as training can be provided.

- Is friendly and able to maintain positive working relationships within our school community.

We can offer you:

- A friendly passionate staff team who are dedicated to the school and the children
- A happy, inclusive school & Preschool with wonderful children who are polite and keen to learn
- Additional high quality support and training as necessary.
- A highly regarded local school & Preschool which has a strong and positive ethos with close links to the local community

**Visits to our school & Preschool are very welcome – we would love to meet you and show you around!**

Further details (including job description and person specification) and application forms are available from the school website; [www.priorypark.org](http://www.priorypark.org) . Please email completed applications or questions regarding the position to [finance@park.cambs.sch.uk](mailto:finance@park.cambs.sch.uk)

Please note- enquiries about the post and opportunities to visit the settings will be available from 2<sup>nd</sup> June 2026 onwards

Our school & Preschool are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance. The school is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

**Closing date: Monday 15th June 2026**

**Interview Date: Thursday 25<sup>th</sup> June 2026**