

## St. Mary's Church of England Primary School

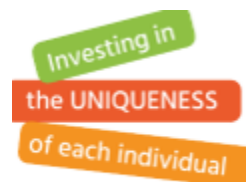
Headteacher: Mr. S. Smith

The Green, Long Newton, Stockton-on-Tees. TS21 1DL

Telephone: 01642 581716

E-mail: [office@stmaryscephprimary.co.uk](mailto:office@stmaryscephprimary.co.uk)

School Website: [www.stmaryscephprimary.co.uk](http://www.stmaryscephprimary.co.uk)



### CARETAKER VACANCY ST. MARY'S CE PRIMARY SCHOOL, LONG NEWTON

Date: December 2025

Phone: 01642 581716

Email: [office@stmaryscephprimary.co.uk](mailto:office@stmaryscephprimary.co.uk)

#### JOB DESCRIPTION – CARETAKER

POST TITLE:	Caretaker
GRADE:	E, Scale Point 5-6
REPORTING RELATIONSHIP:	Post holder will report to the Headteacher and School Office Manager
JOB PURPOSE:	To support the overall maintenance and security of the school buildings by carrying out general caretaking duties. This includes responding to requests from staff and the line manager regarding repairs, maintenance, redecoration, and other general work within the capacities and training of the post holder.

#### MAIN DUTIES / RESPONSIBILITIES

- Open up school building on the morning and lock the building up securely on an evening.
- Carry out minor maintenance repairs and handyperson duties in school buildings and to school equipment as instructed.
- Carry out cleaning duties during operational hours, including routine cleaning of carpets and toilets and ensure that school grounds are free from litter and any hazardous materials.
- Conduct and record regular testing of alarms (fire and security).



Durham and Newcastle Diocesan Learning Trust is a company limited by guarantee (Company Number 10847279) and exempt charity registered in England and Wales at the Cai Building 4th Floor, Coble Dene, Royal Quays, North Shields, Tyne and Wear, United Kingdom, NE29 6DE.

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- Ensure fire-fighting equipment is maintained and access to fire exits is clear.
- Maintain outside areas, removing hazards and trimming overhanging branches.
- Clear snow and ice from walkways and play areas in poor weather.
- Advise contractors on school health and safety procedures.
- Undertake and update energy efficiency records (water, electricity, oil).
- Maintain the boiler house and report major repairs.
- Ensure buildings are heated to a satisfactory standard and adjust heating levels seasonally.
- Check, safeguard, and order cleaning and maintenance supplies where appropriate.
- Support lettings, including setting up equipment and furniture.
- Ensure security of the school building and contents, including locking gates and doors, securing windows, and activating alarms.
- Act as first key holder and respond to call-outs for alarms, taking emergency measures to secure the building.
- Move supplies and large items around the school as directed.
- Work with cleaning staff/contractors during holidays for deep cleaning.
- Safeguard and promote the welfare of children in line with school policies.
- Comply with health and safety policies, report incidents, and take a proactive approach to safety.
- Any other duties of a similar nature related to the post.

**PLEASE NOTE:** Successful applicants must comply with all school policies, including the No Smoking Policy.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced DBS disclosure before appointment.

For an informal discussion or to arrange a visit to the school, please contact: [office@stmaryscephprimary.co.uk](mailto:office@stmaryscephprimary.co.uk) or call 01642 581716

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

For more information about us, visit [www.stmaryscephprimary.co.uk/](http://www.stmaryscephprimary.co.uk/)



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