



Caretaker & Maintenance Worker

Information for Applicants

June 2026





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About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION

JOB TITLE	Caretaker and Maintenance Worker
SCALE	Single Status Grade 4
RESPONSIBLE TO	Site Manager

JOB PURPOSE

To provide an effective caretaking and maintenance service, cleaning and security. To support the Trust schools by working flexibly to support colleagues, including events and possible activities at weekends.

To support the Trust in Health and Safety (safeguarding of site and staff/pupils/visitors), school events logistics, projects (daily/weekly/termly/annually), daily reaction to urgent requests from staff, maintenance and upkeep of the school premises.

KEY TASKS

- Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
- Carry out non-specialist building maintenance work, eg plumbing, carpentry, decorating, with strict adherence to Health and Safety regulations.
- To ensure regular inspection of the building and grounds is undertaken and to undertake maintenance work required where inspection highlights repair or replacement. Keep inspection records for review.
- To assist in monitoring contractors work eg cleaning contract, and raising issues if they arise.
- Carry out security procedures for school buildings and grounds and contact direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
- Carry out necessary duties where alarm systems are installed.
- Support and direct contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.
- Notify line manager and/or Senior Leadership Team of the necessity for any repairs or maintenance.
- To read meters and record as required, including assistance with energy conservation procedures.
- Clean outside hard areas eg playground, paths and entrances, collect litter, empty and collect litter from outside bins and convey to nominated collection or disposal point. Clean gullies and drains.
- Operate Heating and hot water supply plant in accordance with instructions and carry out frost precaution procedures.
- Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.
- Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.
- Accept deliveries of goods and put in appropriate storage areas and deliver to correct staff as required.
- Maintain adequate supplies of caretaking requirements and cleaning materials and keep records.

- Move furniture and equipment as required.
 - Carry out cleaning in specified areas as required, including emergency cleaning as required i.e as a result of an accident, sickness, vandalism.
 - Inspect and maintain school equipment, effect minor repairs and report defects.
 - Replenish consumables items i.e soap, towels, toilet paper etc as required throughout the school.
 - To carry out the above duties in accordance with the school's policies and guidelines.
 - If required support driving of Trust minibuses.
 - To carry out any other tasks as required by the Line Manager, and Senior Leadership Team
 - Maintain a tidy and professional working environment and efficient systems
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- *This job description sets out the duties of the post at the time it was published.*
 - *The hours and the job description may be modified depending on the needs of the Trust*
 - *This role is interchangeable within the Trust and you may be asked to work at another Trust school when required*
 - *The post holder may be required from time to time to undertake other duties within the trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*
 - *Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the trust*
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**CAVENDISH EDUCATION TRUST
PERSON SPECIFICATION**

Caretaker and Maintenance Worker

ESSENTIAL CRITERIA

Key Skills and Abilities

- Ability to communicate effectively with a range of people in a clear, concise and accurate manner.
- Ability to undertake a range of caretaking and maintenance tasks eg blocked drains, door fixes
- Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to inspect, raise concerns and record appropriately
- Ability to work effectively and supportively as a team member
- Able to communicate using e-mail and using other IT systems for the purposes of the role

Knowledge & Experience

- An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment
- Experience of carrying out building maintenance work
- Experience of keeping work records

Personal Qualities

- Ability to work well within a team
- A person who is quick to learn, enthusiastic and proactive
- The ability to work effectively under pressure
- A person who presents a friendly and professional image whilst maintaining a sense of calm.
- Willing to work flexibly with colleagues
- Willingness to participate in further training and developmental opportunities offered by the Trust

Other

- Able to meet any travelling requirements of the role.
- Qualified Driver with willingness to undertake minibus driving and maintenance duties (a full driving licence is an essential requirement of the job)

DESIRABLE CRITERIA

Knowledge & Experience

- Experience of working within an educational organisation

Education, Qualifications & Training

- GCSE Grade C or above in English and Maths (or equivalent)
- Relevant qualifications and/or experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, etc
- First aid qualification

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



Cavendish School

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