

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

School Website: www.stmaryscephprimary.co.uk



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

Date: May 2026

Phone: 01642 581716

Email: office@stmaryscephprimary.co.uk

JOB DESCRIPTION – CARETAKER/

CLEANER

POST TITLE:	Caretaker
GRADE:	E, Scale Point 6
REPORTING RELATIONSHIP:	Post holder will report to the Headteacher and School Office Manager
JOB PURPOSE:	The Caretaker / Cleaner plays a vital role in ensuring that St. Mary's Church of England Primary School is a safe, secure, clean and well-maintained environment for children, staff, parents and visitors. The post holder will undertake a combination of caretaking, cleaning and site compliance duties, supporting the smooth day-to-day operation of the school and upholding its Christian ethos and values.



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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MAIN DUTIES AND RESPONSIBILITIES

Caretaking and Site Responsibilities

- **Open the school buildings each morning and secure the premises at the end of the day**
- **Ensure the security of the school buildings and contents, including locking doors and gates, securing windows and activating alarms**
- **Act as first key holder and respond to call-outs for alarms, taking emergency action where necessary to secure the premises**
- **Carry out minor maintenance and handyperson repairs to school buildings, fixtures and equipment as instructed**
- **Conduct routine site checks to identify hazards and report or address issues promptly**
- **Maintain outside areas, ensuring they are safe and free from hazards, including trimming overhanging branches where appropriate**
- **Clear snow, ice and leaves from walkways and play areas during adverse weather**
- **Assist with moving furniture, equipment and supplies around the school**
- **Support school lettings and events, including setting up rooms, furniture and equipment**
- **Advise contractors on school health and safety procedures and site expectations**

Cleaning Responsibilities

- **Carry out daily cleaning duties during operational hours, including classrooms, offices, corridors and shared areas**
- **Clean and sanitise toilets and washroom facilities to a high standard**



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- **Vacuum carpets and mop floors using appropriate equipment and cleaning products**
- **Empty bins and dispose of waste safely and hygienically**
- **Ensure school grounds are free from litter and hazardous materials**
- **Work with cleaning staff or contractors during school holidays to support deep-cleaning tasks**
- **Check, order and safely store cleaning materials and equipment in line with COSHH regulations**

Compliance, Health & Safety and Systems

- **Conduct and record regular testing of fire alarms and security systems**
- **Ensure firefighting equipment is correctly maintained and access to fire exits is kept clear at all times**
- **Comply fully with school health and safety policies and procedures and take a proactive approach to site safety**
- **Report accidents, incidents and hazards promptly using agreed systems**
- **Maintain and update energy efficiency records, including monitoring water, electricity and oil usage**
- **Maintain the boiler house, undertake basic checks and report concerns or major repairs promptly**
- **Ensure school buildings are heated to appropriate levels and adjust heating seasonally as required**

Safeguarding and Professional Responsibilities

- **Safeguard and promote the welfare of children in accordance with school safeguarding policies and procedures**
- **Maintain professional conduct at all times and demonstrate an understanding of working safely within a school environment**



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- **Comply with all school policies, procedures and codes of conduct**
- **Carry out any other duties of a similar nature appropriate to the role, as directed**

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 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/



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