



Caretaker

Information Pack

July 2026





Nursery Information

Little Pips Nursery, a state-of-the-art Early Years education facility, opened its doors in September 2025 on the grounds of Pocklington School. This exciting development reflects the School's strong commitment to the area and its desire to create a resource that benefits every child in the community.

Little Pips Nursery was born from a vision to provide truly exceptional Early Years education. Backed by the expertise and resources of Pocklington School, the nursery offers a nurturing haven where children aged 0 to four years can thrive. Little Pips provides flexible care options, including the government-funded 30 hours of free childcare scheme, alongside extended hours to meet the needs of busy families.

Our Nursery

The brand-new nursery has been thoughtfully designed to create a warm and nurturing environment for young children and babies. Featuring natural materials, plants, and abundant sunlight, the environment seeks to inspire curiosity and encourage exploration. Alongside indoor spaces of the very highest quality, which include a Piazza for the nursery community to come together, and an artist's studio, Little Pips has invested significant funds in the outdoor area, to provide children with a large, bespoke outdoor environment in which they can explore, experiment and embark on adventures without limits.

Our Approach

Central to Little Pips Nursery is its adoption of the Reggio Emilia approach, an internationally recognised educational philosophy originating in Italy. This approach views children as curious, capable, and competent individuals, placing emphasis on creativity, collaboration, and exploration to foster a lifelong love of learning and respect for each child's unique interests.

What sets Little Pips apart is its comprehensive offering. The nursery combines the expertise of highly qualified and passionate educators with access to Forest School sessions, and the use of 32 acres of outdoor space. Children also benefit from nutritious, locally sourced meals prepared by an in-house chef, creating a truly holistic approach to early years care and education.

Understanding the needs of busy parents, the nursery offers a unique feature: 'The Pip Stop!' This welcoming space allows parents to take a moment for themselves—whether to enjoy a coffee, catch up on emails, or simply recharge—before starting the rest of their day.



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Employee Benefits

The following are on offer as part of your employment with the Nursery. For further information on anything detailed here, please speak to the Human Resources Team. Benefits are subject to change.

Generous Leave Entitlement – includes holiday and other leave

Competitive Pension Scheme – competitive employer contribution rates for all staff (salary sacrifice available where applicable)

Death in Service Benefit – 3 times basic annual salary

Discounted Nursery Fees for Permanent Staff

Discounted Gym Membership - Francis Scaife Leisure Centre (Pocklington)

Employee Assistance Programme – offering a health, wellbeing, 24/7 online GP and counselling service for staff and their families

Private Healthcare – access to private healthcare provision through Benenden at competitive rates

Employee Discount Portal – access to savings and discounts portal

Free Lunch - whilst on duty

Free Staff Room Refreshments

Enhanced Maternity, Paternity and Adoption Pay

Enhanced Sick Pay Arrangements

Free parking

Cycle to Work scheme - this scheme is offered on a salary sacrifice basis, allowing eligible staff to benefit from reduced tax and NI payments.



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Job Advert

Our Nursery

Little Pips Nursery, a state-of-the-art Early Years education facility, opened its doors in September 2025 on the grounds of Pocklington School. Little Pips Nursery was born from a vision to provide truly exceptional Early Years education. Backed by the expertise and resources of Pocklington School, Little Pips offers a nurturing environment where children aged 0 to 4 years can flourish. Inspired by the Reggio Emilia approach, our children benefit from beautiful learning environments, access to our specialist art studio, Forest School, and over 32 acres of outdoor space, creating a truly holistic approach to early years care and education.

The Role

- An exciting opportunity to become the Caretaker at our outstanding new nursery, helping to ensure our exceptional facilities remain safe, secure and inspiring for every child, family and member of staff.
- You will be responsible for opening the nursery each morning, carrying out daily safety checks, completing routine maintenance, minor repairs and supporting the presentation of our beautiful indoor and outdoor environments.
- Working closely with the Head of Nursery and Nursery Manager, you will play an essential role in ensuring the nursery operates smoothly every day, identifying and resolving maintenance issues before they impact the nursery community.
- You will also work alongside the Pocklington School Foundation Maintenance Team, who will support larger maintenance projects and specialist repairs.
- **Hours of work: 15 hours per week** (3 hours per day, Monday to Friday). We can be quite flexible in the hours of work: we require attendance for approximately **one hour prior to the nursery opening at 7.30am** to complete site opening and safety checks, together with evening maintenance duties for approximately **2 hours between 6pm to 9pm**. The Nursery is open to appointing either a single postholder to undertake both elements of the role or two separate postholders to cover the morning and evening responsibilities respectively.

The team

You'll be joining a friendly, passionate and supportive team who are committed to providing exceptional care and education for young children. Everyone at Little Pips plays an important part in creating an environment where children feel safe, valued and inspired to learn.

As Caretaker, you'll be a visible and valued member of the nursery community, working collaboratively with educators, leaders and the wider Foundation team to ensure our facilities reflect the outstanding quality of our provision.

What you'll receive

- £13 per hour
- Excellent work-life balance with predictable daytime working hours.
- 33 days holiday (includes bank holidays)



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- Defined contribution pension scheme (5% employer contributions, 3% employee contribution)
- Ongoing training and professional development
- Free on-site parking

You will:

- Have practical maintenance, caretaking or facilities experience
- Be confident carrying out a range of minor repairs, maintenance and DIY tasks
- Have a good understanding of health and safety and be committed to maintaining a safe environment for young children
- Be proactive, organised and able to work independently using your own initiative
- Take pride in maintaining exceptionally high standards throughout the nursery and grounds
- Be reliable, trustworthy and approachable, building positive relationships with children, families, colleagues and contractors.

If you take pride in creating safe, welcoming and beautifully maintained environments and would like to play an important role in a nursery where every detail matters, we'd love to hear from you.

Next steps

Please apply on MyNewTerm via <https://www.littlepips.com/careers>

To find out more please contact Abby Holtby, Nursery Manager on 01759 321685 / nurserymanager@littlepips.com or Abby Popely in the HR team on 01759 322666 / popelya@pocklingtonschool.com

We will be continuously reviewing applications and interviews may be arranged at any time. Therefore, we would like to encourage interested candidates to apply as soon as possible.

At Pocklington School and Little Pips we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability, and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity, and success. We strive to create an inclusive environment where all employees feel valued, respected, and empowered to contribute their best.

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

CARETAKER

Reporting To:

Head of Nursery

As **Caretaker** you will ensure that Little Pips Nursery is safe, secure, well-maintained, and fully operational for children, families, staff, and visitors.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Head.

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Role Overview

The postholder will be responsible for carrying out daily opening checks, routine maintenance tasks, minor repairs, site safety inspections, and supporting the upkeep and presentation of the nursery building and grounds. The role requires a practical, proactive individual who takes pride in maintaining high standards and can identify and resolve issues before they impact the day-to-day operation of the nursery.

The postholder will work closely with the Head of Nursery and will be supported by the Foundation Maintenance Team for specialist or larger-scale works.

Main Duties

Daily Opening Responsibilities

To open the nursery site and ensure it is safe and ready for operation before children and staff arrive.

Responsibilities include (but not limited to):

- Unlocking and opening designated areas of the nursery.
- Completing and recording daily health and safety checks.
- Checking all entrances, exits and access routes.
- Ensuring fire exits and escape routes are clear and operational.
- Checking fire doors are functioning correctly.
- Undertaking visual inspections of the building and grounds.
- Checking heating, hot water and ventilation systems are operating correctly.
- Conducting water hygiene checks as required.
- Carrying out entry system, intercom and door access checks.
- Identifying and reporting defects, hazards or maintenance issues.
- Ensuring outdoor play areas are safe and ready for use.
- Gritting pathways, entrances and external areas during icy weather.
- Erecting, adjusting and storing shade sails, canopies or other seasonal equipment as required.
- Ensuring the nursery environment is welcoming, safe and presentable at the start of each day.

Maintenance Responsibilities

To undertake routine maintenance, repairs and improvement works throughout the nursery.

Responsibilities include (but not limited to):

- Assembling furniture and equipment.
- Hanging shelves, displays, noticeboards and wall-mounted equipment.
- Carrying out minor repairs to fixtures, fittings and furnishings.



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- Basic plumbing repairs where appropriate and safe to do so.
- Basic decorating and touch-up painting.
- Replacing bulbs, batteries and consumable items.
- Repairing or replacing damaged fixtures and fittings.
- Maintaining fences, gates, outdoor structures and play equipment.
- Supporting room changes, reconfigurations and improvement projects.
- Carrying out minor grounds maintenance and external repairs.
- Responding promptly to maintenance requests from nursery staff.

The postholder will refer specialist electrical, plumbing, gas, structural or other major works to the Foundation Maintenance Team or approved contractors.

Health, Safety and Compliance

- Assist in maintaining a safe environment for children, staff and visitors
- Identify and report hazards, defects and maintenance concerns.
- Maintain records of inspections and checks as required.
- Support compliance with health and safety legislation and nursery procedures.
- Ensure all work is carried out safely and in accordance with risk assessments.
- Use equipment, tools and materials safely and responsibly.
- Support fire safety arrangements and emergency procedures.

Security Responsibilities

- Assist with securing the nursery premises.
- Report security concerns promptly.
- Monitor the condition of fencing, gates, locks and access systems.
- Ensure external areas remain safe and secure.

Working Relationships

- Work closely with the Head of Nursery and Nursery Manager.
- Liaise with the Foundation Maintenance Team regarding larger works and specialist repairs.
- Support nursery staff by responding to maintenance requests and helping create a safe and inspiring environment for children.

General

- Promote and uphold the values and ethos of Little Pips Nursery.
- Maintain confidentiality at all times.
- Participate in relevant training and professional development.
- Undertake any other duties reasonably required that are commensurate with the nature and level of the post.

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.

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Person Specification – Caretaker

	Essential criteria	Desirable criteria	How measured
Experience	<ul style="list-style-type: none"> • Practical maintenance or caretaking experience. • Ability to work independently and manage workload effectively. 	<ul style="list-style-type: none"> • Previous experience within a school, nursery or educational setting. • Experience of site security and opening/closing procedures. 	Application form
Education and Training	<ul style="list-style-type: none"> • Good understanding of health and safety principles. • Willingness to undertake safeguarding training. 	<ul style="list-style-type: none"> • Health and Safety qualification. 	Application form
Skills and knowledge	<ul style="list-style-type: none"> • Ability to identify and resolve maintenance issues. • Competent in basic joinery, repairs and DIY tasks. • Good communication skills. 	<ul style="list-style-type: none"> • Knowledge of basic building maintenance. 	Application form and interview
Personal attributes	<ul style="list-style-type: none"> • Reliable, trustworthy and punctual. • Commitment to creating a safe, clean and welcoming environment for young children. • Strong sense of responsibility and pride in maintaining high standards. 		Application form and interview

Child Protection: this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation’s commitment to providing a safe environment for our children.

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Recruitment Timetable

Closing Date: We will be continuously reviewing applications and interviews may be arranged at any time. Therefore, we would like to encourage interested candidates to apply as soon as possible.

Expected Interview Dates: During July / August

Expected Start Date: 1st September 2026

Please apply via MyNewTerm through <https://www.littlepips.com/careers>

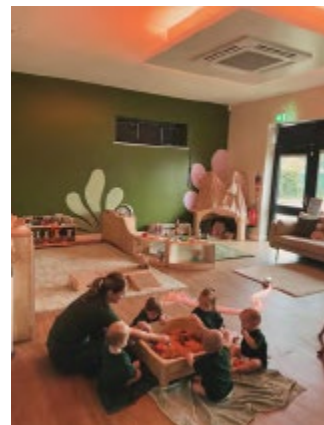
Please ensure you read the information in the “related documents” section of the advert

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

Our safeguarding policy & child protection policy is available on our website www.littlepips.com/careers and we can also send these policies to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:
PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.





**Little
Pips
NURSERY**