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EXCELLENCE

NURTURE

EXPLORATION

COMMUNITY



Alexandra
Primary School

**Caretaker
Applicant Pack**

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Welcome

Dear Applicant,

Thank you for your interest in joining the team at Alexandra Primary School "Alexandra". The school is a two-form entry primary, having grown from a three-form entry infant school. As part of our growth into a primary school, new KS2 accommodation was built including new classrooms, learning zone, DT/ICT room, group space and a KS2 library. This accommodation was completed in September 2017.

Alexandra was rated outstanding by Ofsted in July 2023 and is an inclusive school with high expectations and aspirations for every pupil. We worked closely with pupils and parents to develop our school values and these shape our philosophy, practice, and the experience of our pupils. We provide a safe, stimulating environment for our learners and a broad and creative curriculum that provides opportunities for each child. Our curriculum places an emphasis upon experiential learning and includes forest school provision. We have a broad range of extra-curricular activities for our pupils and provide very well attended breakfast and after-school clubs.

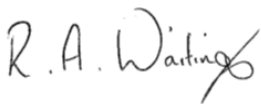
The role of a caretaker is very varied from ensuring that the school is carrying out all its statutory checks, assisting in the design of new playgrounds to checking the grounds are safe to admit pupils in the morning, sweeping the grounds and moving furniture. We are looking for colleagues who share our passion, our ethos and expectations, who are positive and have the flexibility needed in a busy school.

The school prides itself on a calm, creative and positive learning environment where children are well behaved and keen to learn. As caretaker you play a crucial role in maintaining this safe learning environment.

New staff are warmly welcomed to Alexandra and we will help you to settle quickly into our school. As a school striving for excellence, we expect all staff to continue to develop professionally and will offer training where needed.

I hope that you are excited to find out more about our school and I look forward to receiving your application. The closing date is Tuesday 1 September 2026 at 9:00am - we reserve the right to close this advert and vacancy early. We reserve the right to close this advert or vacancy early if we receive sufficient applications or a suitable candidate is found.

Yours sincerely,



Robert Waiting
Headteacher

Job advertisement

Caretaker

We are looking for a Caretaker to join our school team in mid-September 2026. We need an enthusiastic and reliable person who can take responsibility for the maintenance and upkeep of our school buildings and playgrounds. Please read the Applicant Pack for further details.

Contract type: permanent

Salary: FTE £31,158 per annum (Grade D, Point 9)

Likely working pattern Monday - Friday 07:00 to 16:00 (a different working pattern can be considered). Flexibility to work some evenings and weekends as required.

We are located close to Richmond Park and are known for our positive culture of inclusion, achievement, kindness and belonging.

We can offer you:

- a stimulating and busy role with a wide range of responsibilities;
- a thriving and welcoming school which is heavily over-subscribed, rated outstanding by Ofsted
- enthusiastic, dedicated and collaborative staff team.

Read more about us on our website at www.alexandra.kingston.sch.uk

To apply: submit a completed application form, including a Supporting Statement of no more than 2 sides of A4 stating how you meet the person specification, via MyNewTerm website. We regret that we cannot consider CVs.

Closing date: Tuesday 1 September 2026 at 9:00am. We reserve the right to close this advert and vacancy early if we receive sufficient applications or a suitable candidate is found.

Interview date: By appointment

Alexandra Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check. An online search will be conducted on all candidates who are shortlisted for interview.

Application Process

Application form

Please review the Person Specification for the post and ensure that your personal statement reflects on how you meet these requirements in no more than 2 pages of A4. You should also complete the attached application form. We regret that we cannot accept applications that are not made on the official application form. Please make sure that you complete your contact details, including email address, and the names and contact details of two referees.

School visits

We will try to include a tour of the school on the interview day for those candidates who have not visited the school.

Closing date

The closing date for receipt of applications is Tuesday 1 September 2026 at 9:00am. We reserve the right to close this advert and vacancy early if we receive sufficient applications or a suitable candidate is found. Please follow the instructions on the advertisement and submit your application on MyNewTerm website.

Shortlisting

We will assess all applications against the Person Specification criteria using the evidence you provide in your application. We will carefully check all applications for anomalies and any gaps in your employment history. Candidates who best meet the Person Specification will be invited to an interview via email.

References

We request two references for all candidates and will contact your referees if you are shortlisted. One referee should be your current or last employer.

Interviews

The interview process will take place at Alexandra Primary School. Please provide photographic proof of identity, birth certificate, your right to work in the UK and proof of your NI number and qualifications with you.

Offer of Employment

We will make a verbal offer of employment by telephone followed by an offer letter in writing for the successful candidate. Any offer is made subject to satisfactory references, satisfactory DBS clearance and health check. Each shortlisted candidate will be notified of the outcome of the selection process.

Data Protection Act 2018

The information you have provided will be stored on the school's secure database and will only be used to process your application. It will not be passed to any other organisation.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. An online search will be carried out on all shortlisted candidates.

The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

ALEXANDRA PRIMARY SCHOOL

JOB DESCRIPTION

CARETAKER	
Scale:	Grade D
Responsible to:	School Business Manager (SBM)
Important Internal Relationships:	SLT, All Staff and Pupils
Important External Relationships:	Parents, Carers, External Contractors and Visitors

MAIN PURPOSE OF JOB

In support of the School Business Manager and Senior Leadership Team, be responsible for ensuring the safety and security of the school premises. Effectively communicating premises and site management issues, providing effective direction to contractors, whilst maintaining the building, machinery, and plant within the directed budget.

MAIN DUTIES AND RESPONSIBILITIES

Health and Safety:

- Implement a programme of site testing and inspections to ensure statutory compliance.
- Identify issues quickly by carrying out regular inspections of all indoor and outdoor areas, providing written reports/action plans as required.
- Implement an effective out of hours emergency system. The Caretaker will be required and paid to attend site during out of hours emergencies, including, but not limited to, intruder and fire alarm call outs.

Security:

- Manage the security of the school, including locking and unlocking.
- Be the first point of contact for security companies and emergency services, including out of hours.
- In conjunction with senior leaders, support the provision and maintenance of appropriate access control, CCTV, intruder and fire systems.

Premises Operations and Maintenance:

- Ensure the safety and wellbeing of pupils and staff is a key priority.
- Report defects that require specialist repair to the Business Manager.
- Prioritise premises related enquiries from all stakeholders.

- Build relationships with contractors and ensure that they carry out work to the required standards, monitoring their activity and presence on site.
- Proactively ensure the school building is ready for the school day.
- Manage the site requirements such as the setting up and taking down of specialist equipment, maintaining tidiness and cleanliness both internally and externally and ensuring drains and gullies remain clear of obstruction.
- Develop a plan and lead on proactive maintenance and decoration across the site
- Receive deliveries and move supplies as required.
- Manage the school's response to adverse weather conditions such as snow/ice.
- Work with other users of the site to manage the maintenance of school grounds and gardens.
- Participate in school events as required where possible and work flexibly to satisfy the schools needs.
- Prepare and disassemble areas used for lettings and school events.

Support for the School:

- A strong commitment to the values and ethos of the school.
- Be aware of and comply with school policies, particularly procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher or Deputy.
- Participate in training and other learning activities as required.
- Attend relevant meetings and participate in appraisal meetings.
- Undertake other duties as may reasonably be required as agreed with the Headteacher.

Alexandra Primary School

Person Specification

CARETAKER

	Essential	Desirable
Experience:	• Relevant work experience	• Experience of working within an educational setting.
Qualifications/Training :	• Proven track record of continuous professional development • Evidence of excellent interpersonal skills, and engagement with a range of stakeholders	• Experience of working with children with additional needs.
Knowledge/Skills:	• An awareness and commitment to the protection and safeguarding of children • H&S qualification (IOSH or NEBOSH) or willingness to work towards within an agreed timeframe • Ability to demonstrate excellent maintenance and DIY skills • Flexibility to work some evenings and weekends as required • Competent IT skills	• Take holidays outside of school term time

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to recent work or other relevant experience.

Criteria will be further tested later in the process through interviews and other tasks.