

**Empowering futures:
for a better tomorrow**



When our students and staff feel confident in their surroundings, they can focus fully on teaching, learning and personal growth. **Join us** and your work will directly contribute to creating a space where everyone feels supported, respected, and inspired to thrive.

Join our team at Ivy Education Trust as our:

Caretaker

Primary location: Newton Abbot College

30 hours per week, 52 weeks per year

Shift pattern: Mornings 06:30-13:00 with a 30-minute unpaid break.





Welcome

Everything we do across our Trust is focussed on our mission to deliver a high-quality inclusive education for our pupils.

As part of our central Estates team, you will have the opportunity to play a part in enabling our schools to achieve their ambitions.

We work across our schools to develop, deliver, and operate services that are fit for purpose, deliver value and enable us to maximise our impact for our pupils and the communities we serve both now and in the future.

Working with us, you will have the opportunity to make a real difference.

Please take some time to learn a bit more about us, and what makes us, us, our values.

We feel it is an exciting time to join us as we grow our service and learn together across our community of schools.



The role: Caretaker (Newton Abbot College)

Are you practical, proactive and enjoy problem solving? Join us and help us ensure our schools run smoothly every day.

Why join us?

- **A role that matters:** A safe, secure, and well-maintained site is the foundation of a successful learning environment.
- **A supportive culture** working alongside colleagues who are committed to providing excellent education opportunities to students
- **A role where no two days are the same**

What you'll do

As a key member of our estates team, you'll combine hands-on maintenance skills with essential portering duties to support the daily operations of our school.

Where you will be based

You will primarily be based at one of our secondary schools: Newton Abbot College. There may be the requirement to travel to other schools in our Trust.

About you

If you

- have practical experience of maintaining buildings /sites
- are customer focussed with a friendly, helpful attitude
- have the ability to work effectively both independently and as part of a team
- have a commitment to safety, efficiency and teamwork
- are proactive and flexible in your approach, able to adapt to the needs of a busy school environment.

please do get in touch to learn more about this opportunity.

We offer

- A role where your work really matters
- The opportunity to work in a team who are invested in growing the potential of others
- Competitive package with generous career average pension scheme with employer contributions of 17%*
- 26 days holiday plus public holidays
- Ongoing professional development

**contribution rate set by the Local Government Pension Scheme*

If you are ready to use your skills to make a difference and grow in a supportive, values-based environment, we would love to hear from you.

How to apply

Please do take the opportunity to learn more about the role by viewing the detailed job description on the following pages.

To learn more about our Trust please view: [Ivy Education Trust](#)

If you have any questions about this post or would like to arrange an informal chat about the role or a visit to the Trust, please contact us at: recruitment@ivyeducationtrust.co.uk

The closing date for applications is at 9.00am on Friday 29th May 2026.

Interviews will take place on Friday 5th June on site.



Job description

Post title: Caretaker

School: Central Trust Team – primary base Newton Abbot College

Working hours: 30 hours per week, 52 weeks per year. Some flexibility over hours worked during term time is required to fulfil the responsibilities of the role.

Shift pattern: Morning shifts 06:30-13:00 with a 30-minute unpaid break.

Salary grade: Scale 3 (6-7) £25,989 - £26,403 FTE pa

Contract type: Permanent

Responsible to: Estates and Facilities Manager

Key purpose of job:

To help manage the security of our sites, maintain the buildings, furniture, fittings and grounds to ensure a safe, secure, and well cared for environment for our pupils, staff and visitors.

To deliver exceptional customer service by responding to user needs on site in a timely manner to minimise disruption.

Main duties:

- Porterage
- Grounds maintenance
- Site maintenance
- Site security
- Health and safety

Porterage:

- Provide porterage services, including:
 - Moving, lifting, and transporting furniture, equipment, and supplies as required.
 - Setting up and clearing rooms used for teaching and learning and events or classroom changes
 - Assisting with deliveries and internal relocations.
- Be able to quickly respond to unfamiliar circumstances and to assume responsibility for site at short notice.
- Support staff with ad hoc manual tasks.

Grounds Tasks:

- Maintain good general appearance of external grounds, including litter picking.
- Undertake grounds care and maintenance.
- Ensure bins are emptied, following waste management and recycling procedures.
- Carry out grass cutting, pruning, and landscaping.

General maintenance:

- Provide a minor routine and reactive maintenance service as specified.
- Undertake painting, decorating, carpentry and general repairs to the level of a competent handy person.
- Sweeping/ salting and keeping clear footpaths and car parks.
- Litter picking and collection around the school sites.
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of Health and Safety legislation and best practice.

Security:

- Act as a key holder and be responsible for the security of the building(s) including occasionally investigating alarms.
- Secure the establishment at the end of the day.
- Operate the establishment's security alarm and fire alarm system.
- Be available for emergency call outs. Call-out at weekends and unsocial hours may be necessary from time to time.

Health and Safety:

- Monitoring the premises for any hazards, carrying out repairs or reporting problems where necessary.
- Ensure safety and security of access doors to school e.g., glass in good order, closing mechanisms in good order etc.
- To be fully aware of and comply with all relevant safety and security procedures.
- Using appropriate work equipment provided, in accordance with training and instructions.

- To comply with the Ivy Education Trust Health & Safety policies and statutory requirements as detailed in the Health & Safety at Work manual.

Key relationships

- Internal: All staff within the Central Trust Team and any school, including Headteachers and Senior Leaders.
- External: Contractors, suppliers, and external agency professionals.

Working Environment & conditions of the post

- In support of the Trust's vision and ethos, the post may be required to travel and support staff at any school in the Ivy Education Trust.
- Occasionally be available to be on site outside normal working hours.
- The role requires periods of lone working.

Other duties

- As part of the Central Estates and Facilities team, through your work contribute positively to the reputation of the Estates and Facilities service.
- Contribute to site management improvement planning.
- To place the safeguarding of all children in the school as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within Trust policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- Working hours may be subject to variation to cover staff holidays and absences

Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.



Person specification

Assessment criteria Evaluated from application form (A) and / or interview (I)	Essential	Desirable
Qualifications:		
Trade qualifications (e.g. plumbing, carpentry, building)		✓
Health and safety qualification.		✓
Experience:		
Experience of building maintenance	✓	
Experience of landscaping	✓	
Experience as a cleaner or caretaker		✓
Knowledge:		
Awareness of Health and Safety at work	✓	

Assessment criteria Evaluated from application form (A) and / or interview (I)	Essential	Desirable
Able to demonstrate reasonable knowledge of and practical application of general construction and landscaping skills.	✓	
Knowledge of legionella and fire safety regulations		✓
Knowledge of COSHH requirements		✓
Skills:		
Able to use initiative to identify and resolve basic issues as they arise during duties.	✓	
Ability to safely lift, move and transport furniture and / or supplies following proper procedures.	✓	
Ability to communicate clearly and effectively (both verbally and in writing) with staff, children, contractors and parents/carers.	✓	
Ability to work co-operatively and supportively as a member of a team and independently whilst working to shared objectives.	✓	
Ability to work productively and efficiently without direct supervision.	✓	
Ability to travel between school sites using school vehicles.	✓	
A commitment to the protection and safeguarding of students.	✓	
Flexibility to adjust working hours to suit the priorities and complexity of workload.	✓	

At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo a Disclosure and Barring Check (Enhanced) and pre-employment checks.



Our Trust

Our vision and mission define our purpose.

Our vision: 'Empowering futures; for a better tomorrow'

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: 'To deliver an ambitious, high-quality, inclusive education'.

Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

	Cockwood Primary School
	Kenn Church of England Primary School
	Kenton Primary School
	Starcross Primary School
	Teignmouth Primary School
	Dawlish College
	Newton Abbot College
	Teignmouth Community School

Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

