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May 2025

Vacancy – School Caretaker

Dear Prospective applicant

Thank you for your interest in Newburgh Primary School and the position of **School Caretaker**.

A unique and fantastic opportunity for an energetic and motivated caretaker has arisen to join our passionate team of staff. We are seeking a dedicated and professional Caretaker to assist in the efficient management, maintenance, repair and security of our school premises and site, ensuring a safe and welcoming environment for staff, pupils and visitors alike.

Newburgh Primary School is a warm and friendly school with high-aspirations for children and staff. We are seeking a hardworking, reliable, and professional person with a maintenance background to join us in the summer term. Working a split shift working pattern you will be an important part of the team and will carry out the opening and closing of the school, act as a nominated key holder, carry out maintenance within school, conduct regular testing of the fire alarm system and ensure the premises are cleaned to the school's high standards.

The successful candidate will be practical and have high expectations, use their initiative and have a sense of pride in their work. We are seeking a driven individual with good communication and organisational skills and a desire to make a difference to the lives of our pupils and their community. The role will include supporting and liaising with school lettings as we are passionate about bringing the community into school. Supporting the School Business Manager, the role will include a wide range of responsibilities connected to the fabric of the building, health & safety, grounds and facilities maintenance and security.

You will need to:

- be a hands-on individual who can develop and implement systems/procedures as well as maintain current ones.
- be able to prepare and implement risk assessments and any subsequent recommendations.
- contribute to projects and maintenance schedules and be confident to deal with contractors.
- be practical, with good DIY skills.

What can we offer you?

- caretaker training and other health and safety training opportunities.
- a welcoming, committed and friendly supportive working environment.
- a caring and inclusive ethos.
- A wellbeing support package including occupational health.
- Supportive induction process.

Headteacher: Karen Turner, NPQH, BA Hons



- flexibility around working pattern in school holidays.
- the opportunity to work additional hours or take on ad-hoc projects if you wish

Key Requirements

Please see the attached job description for the full requirements of this role.

About Newburgh Primary School

Newburgh Primary School is a thriving school situated on the South West approach to Warwick and within walking distance of the Chase Meadow housing development and racecourse. We are also fortunate to be very close to the historic Warwick Castle. We strive to create an atmosphere where our children are happy, enjoy their time with us, are well looked after, and consequently make great progress in their learning and development.

The school benefits from:

- a large playing field for sports and physical education;
- a gardening area where children can grow their own plants and vegetables;
- an outdoor adventure area;
- an outdoor 'forest school';

The Position

Working hours are 7-9am then 3-6pm, 5.00hrs per day, 25 hours per week, Monday to Friday, including some evenings and occasional weekends. Grade D, points 4-5, 52 weeks per year. Starting salary approximately £16,489 - £16,750 per annum.

How to apply

Newburgh Primary School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure. Application forms can be found on our school website

https://www.newburghprimaryschool.co.uk/web/school_caretaker/709589.

All fully completed application forms and equality details forms should be returned by email to Kirsty Smith our School Business Manager smith.k28@welearn365.com.

Informal visits to Newburgh are encouraged and welcomed. Please contact the school office on 01926 775453 or by email admin2325@welearn365.com to arrange an appointment, or if you have any questions about the role. Please also see our website www.newburghprimaryschool.co.uk or X page [@NewburghPrimary](https://twitter.com/NewburghPrimary) for further information and an insight into our school community.

Closing date: 12 noon on Monday 2nd June 2025.

Interviews: Likely to be Friday 6th June, but could be adjusted to meet the needs of the candidate.

I hope that you find this information useful and that it encourages you to apply to our school.

Yours sincerely

Mrs K Turner
Headteacher