

Caretaker

Candidate Pack

Salary: NJC Scale Points 5–6
(16,750,45— 17,015, 58)
Grade 3

Contract Type: Permanent

Contract Term: 25 hours
(Part time) All year around

Location: Halsnead Primary
School: Pennywood Dr, Whis-
ton, Prescot L35 3TX



About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

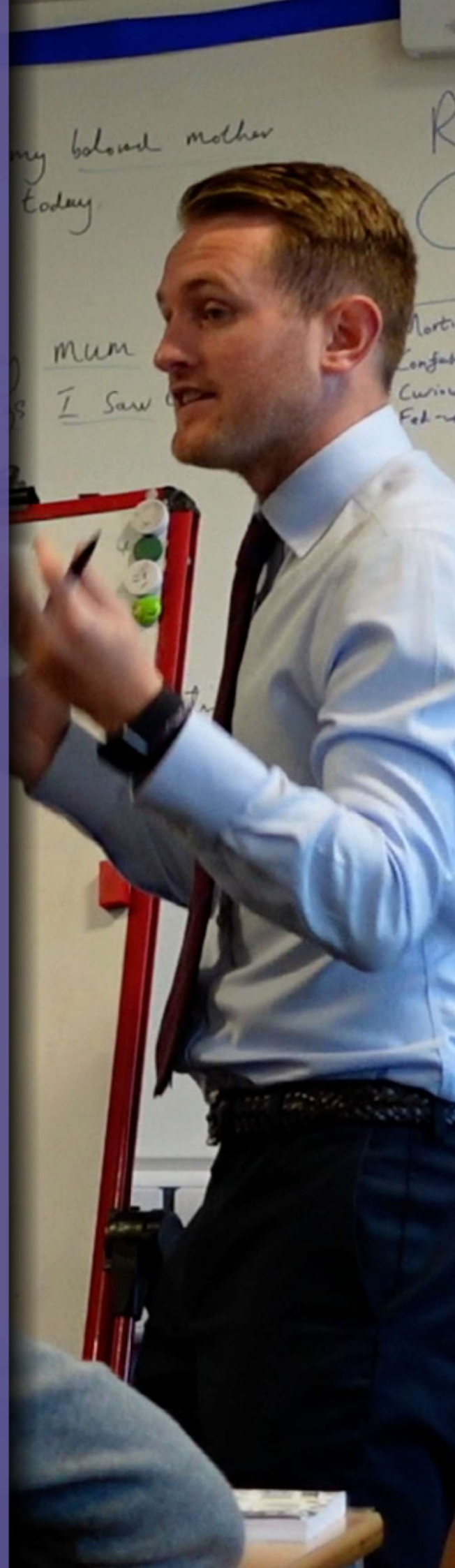
✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)



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Contract Type

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Closing Date

Thursday 29th January 2026

The Heath Family is centred on raising standards of achievement and aspirations for all students to the highest standard by developing and nurturing both primary and secondary academies.

We are part of a local strategy focussing on increasing choice and diversity in education encompassing innovative approaches to curriculum, teaching and learning, leadership and management.

We place an emphasis on talent management, developing leaders and enhanced professional development for all staff. We also extend our impact in terms of raising standards of education for more young people and help break the cycle of underachievement and low aspirations which is a feature of significant parts of the Merseyside and Cheshire area.

The Heath Family Trust is seeking a dedicated and proactive Caretaker to help maintain clean, safe, and secure school premises across Halsnead Primary School.

The role includes responsibility for the upkeep of buildings and grounds, carrying out cleaning and handyperson tasks, routine maintenance and refurbishment, portering duties, and minor repairs. The successful candidate will also play a key role in promoting and maintaining high standards of health and safety across Halsnead Primary School.

The postholder will be required to travel to any schools within The Heath Family (NW) but will be primarily based at Halsnead Primary School.

Job Description

Key Responsibilities:

- Carry out portage duties, such as moving furniture and equipment around the school.
- Maintain the general school premises, furniture and fittings, and report any issues to line manager.
- Carry out small repairs and DIY projects.
- Assist with arranging larger repairs and obtain quotes from contractors for approval.
- Assist with on site development projects.
- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises.
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels.
- Maintain the security of the school premises as the main key holder.
- Lock and unlock the premises as required, including out of school hours when necessary.
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off where applicable.
- Set security alarm systems, report any potential security breaches.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.
- Advise the line manager and Head of School/Principal on all matters relating to school security and safety.
- Any other duties of particular relevance to the school and in line with the job role.
- Ensure a safe working and learning environment in accordance with relevant legislation.
- Assist in carrying out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to line manager.
- Provide safe access to the school in adverse weather conditions.
- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school - working environment.
- Contribute to the overall ethos/work/aims.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.

Job Description

- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
- Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with their Line Manager.
- Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

PERSON SPECIFICATION – CARETAKER		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
• 3 GCSE's A* - C (or 4+) including English and Maths or equivalent		X
• Good knowledge of Health and Safety regulations	X	
• Experience of working to Policy and Procedures	X	
• Experience of working with third party service providers	X	
• Organised with good attention to detail and experience of managing electronic and paper filing systems	X	
• Competent in the use of Microsoft Office applications including Excel and Word		X
• Understanding of safer recruitment in a school context		X
• Experience of working in a school or other educational setting		X
Experience in the following – <ul style="list-style-type: none"> • Caretaking • Building Maintenance • Security, including alarm systems • Cleaning Work • Some DIY • Working in a team 	X	
Skills, Abilities and Personal Qualities		
• Ability to plan, organise and prioritise.	X	
• Ability to cope effectively in a busy, demanding role	X	
• Commitment to always maintaining confidentiality	X	
• Ability to manage stakeholders and third-party service providers	X	
• Excellent communication skills both oral and written	X	
• Able to provide a high level of customer service to stakeholders	X	
• Able to use own initiative within a busy, diverse team	X	
• Have a clear view of what constitutes effective management of staff and demonstrate practice consistent with the objectives and ethos of the school.		X
• Ability to work flexibly, independently and as part of a team.	X	
• Basic DIY Skills	X	

Person Specification

• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	X	
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• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	X	
• Ability to work under pressure and prioritise effectively		X
• Commitment to safeguarding and equality	X	
• Embraces change well		X
• Deals with difficult situations effectively	X	
• Able to work flexibly and out of school hours as required	X	
• Be reasonably fit to carry out the duties of the job	X	
• Able to carry out some manual handling and lifting	X	
• Able to carry out work at high levels using appropriate equipment	X	
Suitability to work with children		
• Enhanced DBS clearance is required for this position (this check will be undertaken by the Trust)	X	

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: Thursday 29th January 2026

Shortlisting Date: Monday 2nd February 2026

Interview Date: ASAP