



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Caretaker

Recruitment Pack

Primrose Hill CofE Primary Academy/ St
John CofE Academy





Dear Applicant,

Thank you for your interest in the post of Caretaker.

Primrose Hill CofE Primary Academy and St John's CofE Academy are part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 25 primary schools within the Trust family, including 23 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school websites [Primrose Hill C of E Primary Academy](#) and [St John's CE Academy - Home](#) and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 1 July 2026. Interviews are scheduled to take place on 10 July 2026.

To submit your application please email the completed form to recruitment@dgat.org.uk before the closing date.

Yours faithfully

Emma Mignaud

Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

Caretaker

Primrose Hill C of E Primary Academy is a one form entry primary school in Lydney and St John's is a one form entry primary school in Coleford. Both are welcoming schools with a supportive parent community.

We are seeking a caretaker to ensure the school functions safely and effectively on a daily basis. This position is for 25 hours a week at Primrose Hill and 7 hours a week at St John's. It requires a split shift work pattern. The post is a permanent position and will be offered at Grade 4.

The successful candidate will be expected to carry out a full range of duties to provide high standards of cleanliness, general security and maintenance of the school premises. We are seeking applicants who are team players with good communication skills, a high level of commitment and initiative. The appointed person will work closely with the business and premises teams.

The post is offered as a salary of grade 4 pt 7 – 10 on a permanent basis.

The post is part time for 25 hours per week at Primrose Hill and 7 hours per week at St John's C of E, Coleford) for 44 weeks per year. This includes term time plus INSETS (39 weeks plus one week at Christmas and one week at Easter and three weeks in the summer. The post requires a split shift work pattern, specific hours to be negotiated.

If you would like an informal conversation about the role, please contact Emma Mignaud, Executive Headteacher on head@prh.dgat.org.uk or via 01594 843453.

The start date is 27 July 2026.

Closing date for applications is **1 July 2026**.



Other information that might help you decide if this is the role for you

Usual working days and times:	Mon to Fri (times are negotiable)
Work environment	School environment
Dress code:	Casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events</p> <p>A range of clear and supportive policies.</p>

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-two primary, one junior and two infant schools within the Trust. Twenty-three of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal



- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	Caretaker
Responsible to:	Headteacher
Line Management:	Headteacher
Contract Type:	Permanent

Overall purpose of this post

- The Caretaker is required to ensure that the school functions safely and effectively on a daily basis. The role is key to ensuring that all estate and facility services are available and fit for purpose at all times. The Caretaker is expected to carry out a full range of duties to provide high standards of cleanliness, general security and maintenance of the school premises.
- The post-holder will be required to exercise his/her skills and judgement to carry out the duties set out below.

General Requirements of this post:

- To be accountable to the Head Teacher for their duties and responsibilities and interact on a professional level with all colleagues.
- To contribute to the overall ethos and work aims of the school
- To carry out all duties in accordance with the school's Equal Opportunities and Health and Safety policies and must be aware of and comply with policies and procedures relating to safeguarding and child protection, confidentiality and data protection, reporting all concerns to an appropriate person.

KEY TASKS

Regular (day to day)

- Undertake any general maintenance work as required
- Undertake any emergency cleaning duties as required
- Be available when necessary to unlock and lock premises before commencement of the school day and after completion of school activities and cleaning operations.

- Locking and unlocking of external gates for the entry and exit of children at the beginning and end of the school day.
- Secure all windows and doors and set intruder alarm system as necessary
- Grounds Maintenance tasks as required
- Ensure that energy consumption is minimised by switching off all unnecessary lights and heating. Check the correct function of the heating system, the hot water system, the lighting and for damage to building fabric, at the start of the day and before locking premises at night and report any faults in accordance with the school's reporting procedures.
- Check for running taps and turn off
- Replace defective fluorescent light tubes or electric light bulbs or bulbs with tubes
- Refill soap, toilet paper & hand towels if required
- Ensure that all materials are not wasted and that the school finance assistant is kept informed of the stock position
- Keep all outside hard surface areas clear of rubbish, leaves and dirt. This includes Tarmac and car parks, access drives, foot paths and play areas.
- Ensure external bins are circulated as required and included in bin collections
- Carry out general portorage duties, such as moving goods delivered, moving furniture and setting out tables or chairs relating to classroom activities and other school activities and functions
- Ensure that no unauthorised persons are left in the premises after use and that all areas are secure
- Ensure the front entrance doorway and footpaths are clear of rubbish at all times and swept as needed
- Check fire exits are kept clear and free from obstruction
- Keep access paths free of ice & snow to enable safe ingress & egress to the school, apply the supplied salt to the affected areas
- Check the standard of cleaning and report any deficiencies to the Head Teacher

Weekly

- Visually check fire extinguishers and fire exit signage
- Carry out fire alarm call point tests and record using schools set procedure
- Carry out required flushing (Legionellosis) and record using schools set procedure
- Check operation of boiler/heating plant
- Emptying of recycling bins – paper, milk bottles etc.

Monthly

- Take all water, gas and electricity readings at the end of each month (28th) and submit to school admin assistant.
- Check all locks, hinges and padlocks
- Check branches and trees and cut to above head height as required
- Check all outside gates are free from obstruction; cutting back bushes as needed
- Hand weed borders as necessary
- Conduct Health and Safety walks of the site with the Head Teacher (or the delegated officer)
- Test emergency lighting and record using schools set procedure
- Carry out water temperature checks (Legionellosis) and record using schools set procedure
- Keep boiler house and electrical cupboards clean and tidy and free of any materials which are hazardous or represent a fire risk
- Check and clear roof gutters
- Clean filters in convector heaters
- Undertake any additional monthly checks deemed necessary and record using schools set procedure

Quarterly

- Check and clear waste traps in sinks/wash hand basins
- Check and clean urinal traps
- Test RCDs
- Carry out ladder checks
- Undertake any additional quarterly checks deemed necessary and record using schools set procedure

Six monthly

- Check and clear blocked rainwater gulley's and storm water drains
- Undertake any additional six monthly checks deemed necessary and record using schools set procedure

Annually

- Undertake any additional annual checks deemed necessary and record using schools set procedure
- Arrange and oversee the annual maintenance and servicing of Plant

School holidays

- Unlock and lock premises for cleaning staff, contractors, police emergency services, officers of the Authority and lettings as required
- Attending to maintenance contractors on site when needed
- Take delivery of school supplies
- Secure all windows and doors and reset intruder alarm system after premises have been in use
- Ensure supply of hot water for cleaning purposes and check for taps left running and turn off
- Ensure that all lights, resulting from the use of premises are switched off

- Check for all likely fire hazards
- Visual check of heating plant, on normal working days, and report any defects to the Head Teacher or the DGAT central team if the Head Teacher unavailable.

Other Duties

- Update on any site issues and to look at forward planning for any maintenance work or projects
- Oversee all external building and maintenance work
- Ensure the schools Log Book is maintained and kept up to date
- Liaise with the Head Teacher on all premises related Health & Safety issues in a timely manner

In Addition

- Respond to emergencies including severe weather incidents, affecting the school premises outside normal hours
- Attend and participate in meetings and/ or appropriate CPD as required.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection, GDPR, reporting any concerns to an appropriate person
- To undertake any other duties commensurate with the duties/ responsibilities / grade of the post as required for the efficient running of the school.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.



Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian ethos and values of the school	X	
Committed to the school's vision	X	
Qualifications		
Educated to a satisfactory standard in order to communicate effectively, both written and oral.	X	
Average English and Maths Qualifications. Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite and emails		X
Experience		
The Caretaker should have experience of: Cleaning work Building maintenance DIY Decorating Team working	X	
In addition, the Caretaker might have experience of: Directing the work of others Working within an educational environment.		X
Knowledge and understanding		
The Caretaker should have knowledge and understanding of: The varied roles of all staff in the educational process; The basic principles of site management; The importance of Health & Safety; Techniques for the repair of damaged or defective equipment or resources.	X	

<p>In addition, the Caretaker might also have knowledge and understanding of: Specific premises issues: security, Health & Safety, heating systems, building construction, COSHH regulations.</p>		x
<p>Skills</p>		
<p>The Caretaker will be able to: Use practical skills to improve the site and buildings; Deal with emergencies and problems in a positive and systematic manner; Be aware of a small budget for resources; Proactive and work on own initiative; Work alone when required, showing good self- motivation; Prioritise, plan, schedule and meet deadlines and evaluate work; Communicate effectively (both orally and in writing) to a reasonable standard.</p>	x	
<p>In addition, the Caretaker might be able to: Use basic power tools and other equipment to make repairs and improvements; Assess the quality of others' work, and support and advise where necessary; Anticipate and reduce risk where possible; Devise a suitable record-keeping system for monitoring expenditure and stock levels; Develop more efficient and cost-effective ways of working; Show knowledge and understanding of Health and Safety regulations.</p>		x

Personal qualities		
Be self-motivated and show initiative Work in a tidy and methodical manner Be reliable, trustworthy and honest – supporting the ethos of the school. Have a cheerful, positive ‘can do’ attitude Be flexible, adaptable and committed to maintaining and improving standards. To be a proactive member of the school community	x	
In addition, the Caretaker should have: An interest in professional self-development A willingness to contribute to the wider life of the school		x
Able to work within a team	x	
Reliable and punctual	x	
Able to work efficiently and accurately under pressure and to prioritise tasks	x	
Confident in dealing with a variety of stakeholders	x	
Additional Requirements		
Current driving licence and personal transport.	x	