St Mary's CE Primary School

'Whatever you do, work at it with all your heart.' (Colossians 3:23)

Caretaker
Part Time

NJC Grade 5 (SCP 7)

The Governors of St Mary's CE Primary School are seeking to appoint a reliable, proactive and flexible Caretaker to help ensure our school site remains safe, secure and well-presented for our pupils, staff and visitors.
This is a part-time position involving the opening and closing of the school site each day, together with routine site inspections and basic caretaker duties.

Hours
The role consists of:

- Approximately 1 hour each morning to open and check the site
- Approximately 1 hour each evening to secure and close the site

We are happy to consider applications from:

- One person undertaking both the morning and evening sessions, or
- Two individuals sharing the role, with one covering mornings and another covering evenings.

Flexibility may be available around the exact timings by agreement.

Main Responsibilities

- Unlocking and securing the school buildings and gates.
- Conducting daily health and safety checks of the premises and grounds.
- Reporting maintenance issues and site concerns.
- Carrying out minor repairs and site upkeep where appropriate.
- Ensuring the school grounds remain safe, tidy and welcoming.
- Supporting the school in maintaining a secure environment for all users.

We Are Looking For Someone Who:

- Is trustworthy, dependable and organised.
- Takes pride in maintaining a safe and attractive environment.
- Has good practical and problem-solving skills.
- Can work independently and use their initiative.
- Shares the school's commitment to safeguarding and promoting the welfare of children.

We Offer:

- A welcoming and supportive school community.
- Friendly and dedicated staff.
- Opportunities for training and development.
- The chance to play an important role in supporting our children's education and wellbeing.

For an application form and further details, please contact the school office 01902 372885 or www.stmarysalbrighton.org.uk/News/Job-Vacancies/

Closing Date: Friday 20th November 2026
Interview Date: TBC

St Mary's CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful applicant.