

School Caretaker

Required ASAP

Band E - £25,583 - £25,989

Monday – Friday 6.30am-9:30am; 2:30-6:30pm (Some additional overtime may be required by agreement.)

Bishop's Tachbrook CE Primary School is a happy and welcoming place to be. Pupils' and staff's well-being and sense of worth are high priorities for the school. 'This is a school that cares deeply. Staff care for pupils, and pupils care for each other. Staff place warm and positive relationships with pupils at the heart of all they do.' (Ofsted, February 2025.)

Bishop's Tachbrook CE Primary School is seeking to appoint a highly motivated and enthusiastic Caretaker to help look after our school environment. We are looking for someone who takes pride in their working environment. This is a full-time, all year round, permanent position.

The School Caretaker is responsible, through the Headteacher and Governing Body, for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

The Caretaker will:

- be experienced in School Caretaking or a relevant role, or willing to undertake training
- be responsible for supervising cleaning staff
- have a good knowledge of COSHH regulations
- be able to understand and apply regulations such as Health and Safety and Manual Handling
- have excellent interpersonal and communication skills
- be friendly and approachable, flexible, resilient and hard working
- have attention to detail

Qualifications required:

- Good numeracy and literacy skills.

A full Job Description and Person Specification is available.

Closing date for applications: Friday 12th June 2026 – 12 noon

Proposed date for interviews: W/C 15th June 2026

Visits to school prior to application / interview are welcome, to arrange this please contact Karen Marks, School Finance Manager, Bishop's Tachbrook CE Primary School, Kingsley Road, Bishop's Tachbrook, Leamington Spa, CV33 9RY. 01926 426020 or email admin@btschool.co.uk

We are committed to safeguarding and promoting the welfare of the children; therefore, the post is subject to medical clearance and an enhanced DBS check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process schools and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to or at interview.

If you are experiencing a problem whilst applying for a position, please contact school on admin@btschool.co.uk

The school's full Privacy Notice for Applicants can be accessed on the website at <https://www.btschool.co.uk>