

September 2025

Dear Applicant,

Thank you for your interest in the Caretaker post at Halterworth Primary School.

This is an exciting opportunity to join our innovative school team. The successful candidate will play a key role in delivering the vision for our caring school in the heart of the community.

We are looking for a Caretaker who is passionate about providing a safe and inviting environment which supports and enables each of our children to flourish; helping them to be respectful, innovative, curious individuals who always aim for personal excellence.

We are looking for a dedicated individual with a range of practical skills to join our team. The Caretaker will contribute to the day-to-day operational management of our school, ensuring the safety and security of the school site. They will provide a caretaking, cleaning, portage and routine maintenance service to meet the needs of the school, ensuring high standards of cleanliness and operational effectiveness, and compliance with health and safety requirements.

In return for this dedication and commitment to excellence, we offer a supportive climate in which to grow and further develop your career. As part of The University of Winchester Academy Trust you will benefit from a comprehensive programme of CPD and support from the University and from Trust colleagues.

We are very proud to be part of the University of Winchester Academy Trust, which is a family of 5 schools. Our sponsor, the University of Winchester, is recognised for its outstanding practice in teacher training, and we work closely with the University and the other schools in our Trust. Our Trust is an exciting and supportive place to be, which offers further career opportunities for all.

To enable you to fully understand what Halterworth Primary School has to offer you, I would encourage you to come and have a tour of the school. I would be delighted to welcome you to the school to answer any questions you may have. Please contact [schooloffice@halterworth.uwinat.co.uk](mailto:schooloffice@halterworth.uwinat.co.uk) to arrange an appointment.

The closing date for applications is Friday 5<sup>th</sup> December. However please submit your application as soon as possible, as we will invite suitable candidates to interview before the closing date.

I look forward to hearing from you.

*Julie Bray*  
Headteacher

# Halterworth Primary School

## School Caretaker

**Closing date:** 05/12/2025 at 12:00

**Job Start Date:** ASAP

**Contract/Hours:** Permanent, Full Time

**Salary Type:** Support Staff

**Salary Details:** Support staff Pay Scale C £24,405-£25,430

**Hours of Work:** 37 hours per week 52-week contract. Split shift, hours to be discussed.

**Location of Role:** Halterworth Primary School

**Contact e-mail address:** [schooloffice@halterworth.uwinat.co.uk](mailto:schooloffice@halterworth.uwinat.co.uk)

Halterworth is a popular, 2-form entry primary school in Romsey. We are part of the University of Winchester Academy Trust. We are looking for an enthusiastic, friendly, self-motivated caretaker to join our staff team. This would suit someone who has a range of practical skills and is able to carry out DIY jobs as well as cleaning. The Caretaker will contribute to the day-to-day operational management of our school, ensuring the safety and security of the school site. They will provide a caretaking, cleaning, portage and routine maintenance service to meet the needs of the school, ensuring high standards of cleanliness and operational effectiveness, and compliance with health and safety requirements.

## Job/Person Summary

### The successful candidate will be able to:

- Show initiative, be proactive, have good organisational and time management skills
- Be a team player and be a member of our school community
- Be able to work in a flexible manner to support the needs of the school
- Help manage the new site and buildings to the highest standard possible
- Take responsibility for security and be a key holder
- Undertake a range of repairs and maintenance and ensure lighting and heating are operational.
- In the first instance carry out cleaning and, as the school grows, overseeing a cleaning team to ensure premises are cleaned to a high standard.
- Work with the Headteacher to ensure all aspects of health and safety for the school and the site.
- Ensure that a high level of confidentiality and professionalism is maintained

The successful candidate will enjoy working in a school environment, build positive relationships with the staff and take pride and responsibility for maintaining our school to a high standard.

Experience is desirable but full training will be available for the successful candidate.

**In return we will offer:-**

A supportive, friendly and welcoming school team  
Good working conditions and environment  
Appropriate training as required

## Application Procedure

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted**. If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the Halterworth Primary School website: [Halterworth Primary School - Vacancies](#)

**Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Closing Date: Friday 5<sup>th</sup> December 2025. Please indicate clearly on your application which post you are applying for.**

For an informal conversation about the post or to arrange to meet our Headteacher, Julie Bray, please contact the school office at [schooloffice@halterworth.uwinat.co.uk](mailto:schooloffice@halterworth.uwinat.co.uk)

Completed application forms should be returned by the closing date to Julie Bray, Headteacher via email at the above address. Alternatively, a paper copy sent to Halterworth Primary School, Halterworth Lane, Romsey, Hampshire, SO51 9AD.

### **Artificial Intelligence (AI) tools**

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

- AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
- AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
- Ensure the information provided genuinely represents your own voice and experience
- You must not provide false or misleading information
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

## Safer Recruitment

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List.

## Job description – Caretaker

**Responsible to:** The Headteacher

**Job purpose:** Halterworth is a popular, 2-form entry primary school in Romsey. We are part of the University of Winchester Academy Trust. We are looking for an enthusiastic, friendly, self-motivated caretaker to join our staff team. This would suit someone who has a range of practical skills and is able to carry out DIY jobs as well as cleaning. The Caretaker will contribute to the day to day operational management of our school, ensuring the safety and security of the school site. They will provide a caretaking, cleaning, portage and routine maintenance service to meet the needs of the school, ensuring high standards of cleanliness and operational effectiveness, and compliance with health and safety requirements.

**Salary:** Grade C

**Working pattern:** 37 hours per week. Hours of work to be agreed with successful candidate

**Key tasks:**

|                            |   |
|----------------------------|---|
| Cleaning                   | Develop and operate a programme of cleaning for the site. Ensure site cleanliness meets standards, monitoring performance and raising issues with the contractor/other cleaners.                        |
| Maintenance                | Access requirements for maintenance and instigate repairs where appropriate. Assess future needs for and allocate contracts. Record meter readings to monitor energy consumption and identify problems. |
| Supervision of contractors | Engage contractors and monitor performance, raising issues as appropriate with Headteacher. Liaise with UWINAT/HCC regarding specialist cleaning and maintenance.                                       |
| Management of use of site  | Liaise with users of the site over their needs. Oversee the use of site by hirers, lettings etc.  |
| Stock mgt/admin            | Maintain stock and cleaning supplies. Maintain records of supplies and monitor effectiveness of usage. Maintain accurate records.   |
| Security                   | Act as a key holder for emergencies. Attend school in responses to 'call outs' in emergencies; act as principal key holder in emergencies. Open and close school.                                       |

|  |   |
|--|---|
| Corporate and statutory initiatives – equalities/health and safety | Maintain an awareness of health and safety policies and procedures and apply them in the day to day job requirements. |
|--|---|

**Working conditions:**

- Manual Handling (inc. lifting heavy and awkward items)
- Wear protective clothing
- Exposure to potentially dirty, unpleasant and hazardous areas e.g. drains, toilets
- Working overhead e.g. replacing light bulbs, cleaning gutters, and height e.g. on ladders
- Handling cleaning materials, fluids, chemicals etc.
- Need to be aware of COSHH regulations

**Contextual/additional information:**

- Lone working (oversight of out of hours usage)
- Keyholder
- Employed for 52 weeks per annum, holiday entitlement 24-27 days per annum.
- Essential for school to be properly cleaned/adequately heated

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Caretaker ~ Person Specification

|  | Essential  | Desirable  |
|--|--|--|
| Knowledge, Skills and Abilities          | <ul style="list-style-type: none"> <li>Physically able to operate heavy duty cleaning equipment and lift heavy objects</li> <li>Ability to work alone and with initiative</li> <li>Skilled in cleaning procedures</li> <li>Skilled in routine maintenance activities</li> <li>Working knowledge of health and safety requirements</li> <li>Supervisory experience</li> </ul> | <ul style="list-style-type: none"> <li>Use of commercial cleaning equipment</li> <li>Knowledge of school operational arrangements and procedures</li> </ul>                                      |
| Experience                               | <ul style="list-style-type: none"> <li>Experience of cleaning and general maintenance tasks</li> <li>Experience of managing others</li> <li>Experience of managing a cleaning and maintenance regime</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of working within a school environment in a facilities support role.</li> <li>Experience of managing health &amp; safety procedures</li> </ul> |
| School Specific Needs/other requirements | <ul style="list-style-type: none"> <li>A commitment to safeguarding procedures.</li> <li>A commitment to being professional and respecting confidentiality</li> <li>A sense of humour and resilience</li> <li>Able to work effectively and flexibly as part of a small team</li> <li>Able to foster the positive links with staff</li> </ul>                                 | <ul style="list-style-type: none"> <li>Understanding of the opportunities and challenges associated with growing schools.</li> </ul>   |