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## Knowles Primary School

Queensway  
Bletchley  
MK2 2HB

*Jane Day*

Caretaker
Grade F, point 6, £17,015 (£25,183 FTE)
Permanent/Full Year
<b>Start date:</b> 07/07/2025

### **About our School:**

Knowles is an incredible school, recently rated Good by Ofsted with Outstanding judgements in Personal Development, Behaviour & Attitudes, Leadership and Early Years.

We have a dedicated, hard working and friendly team who put children first and ensure they are happy, safe and confident. Our shared values at Knowles support us to think about the kind of people we aspire to be and the education we aspire to.

We have an exceptional, happy, caring and safe environment in which children flourish; develop self-confidence and independence; are considerate and show respect for others. At Knowles, our children work hard; have a positive attitude to learning and become confident in their own ability.

We are continuously seeking excellence for all children.

Candidates must be eligible to live and work in the UK. You may be required to travel to other schools in the Trust therefore you must have access to a reliable means of transport in order to carry out your duties.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Visits to the school are welcomed.

All documents including the full job description, person specification and application form are available on our website [www.knowlesprimaryschool.org.uk](http://www.knowlesprimaryschool.org.uk).

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### **About the Role:**

25 hrs a week, 52 weeks a year  
1.00pm-6.00pm Monday- Friday

We are seeking a talented and committed Caretaker to join our vibrant and welcoming community.

The school currently serves approximately 350 pupils and employs around 50 staff. Set within a beautiful, historic site, our extensive grounds include three main buildings, a large playing field, a Forest School area, and multiple outdoor play spaces.

This is a crucial role in helping us maintain and further improve the exceptional environment we are so proud of. The Caretaker will support the Site Manager, School Business Manager and the Senior Leadership Team and will be actively involved in initiatives across the school, ensuring the smooth operation, maintenance, and ongoing improvement of our facilities and grounds.

We are looking for someone who is passionate about creating outstanding learning environments and who shares our commitment to providing the very best for our children.

The successful candidate will:

- \* Have good general maintenance and basic DIY skills (e.g. painting, minor repairs, basic plumbing)
  - \* Demonstrate a practical understanding of health and safety regulations, particularly within a school environment
    - \* Be reliable, proactive, and able to work both independently and as part of a team
    - \* Be physically fit and able to carry out manual handling tasks
  - \* Show good organisational and time-management skills to prioritise a varied workload
    - \* Take pride in maintaining a clean, safe, and welcoming school environment
- \* Be responsible for the security of the premises, including opening and locking up the school
  - \* Be willing to undertake training relevant to the role (e.g. safeguarding, first aid, COSHH)
    - \* Be flexible and adaptable in response to the needs of the school
- \* Have good communication skills for liaising with school staff, contractors, and visitors
- \* Meet the requirements of the person specification and be subject to an enhanced DBS check

**Closing date for applications: 23/06/2025**