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Caroline Haslett Primary School

Faraday Drive, Shenley Lodge, Milton Keynes, MK5 7DF

Andrea Fergusson
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01908 231101

Part Time Caretaker
£15,239
Term Time + 1 week
Start date: 01/07/2026

About our School:

All school staff are committed to safeguarding and promoting the welfare of our children and all new employees are subject to full an enhanced DBS check, safeguarding and employment checks.

About the Role:

Caroline Haslett Primary School are looking for an enthusiastic, flexible and reliable part time Caretaker to work alongside the Site Manager and join our friendly school team.

The successful applicant will be responsible to the Site Manager to assist with the day-to-day maintenance and operation of the building and grounds. We need someone who will supervise the evening cleaning clean and be responsible for locking the school at the end of the day.

Hours are 25 per week, start 1.30pm and finish 6.30pm. The successful candidate will also be willing to work flexibly at times to suit the operational needs of the school, including occasional out-of-hours working.

Overall purpose of job: To manage and maintain the school premises of the Primary School, to ensure that they are clean, secure, safe and well maintained.

Main duties:

- General cleaning, including hoovering classrooms and wiping tables.
 - Locking and unlocking the buildings, as required.
 - Assisting users with setting up facilities such as chairs, tables etc.
- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise.
 - Undertaking minor repairs to fixtures and fittings.
- Ensure all plant and equipment is maintained to the required standard.
 - Grounds maintenance.
 - Assisting with the organisation of school refurbishments.

- Porterage around the school sites.
- Monitoring the premises for any hazards, carrying out repairs or reporting problems, where necessary.
 - Co-operating on all issues involving health and safety.
- Using the appropriate work equipment provided, in accordance with training and instructions.
 - Reporting any health and safety concerns to the Site Manager as soon as possible.
 - Overtime work, when required and in agreement with the School Business Manager.
 - Respond to emergency call outs and take action, as required.
 - Painting and decorating, general maintenance and rep
 - Any other duties that may be required

Closing date for applications: 12/06/2026

Alternatively, you can apply here: <https://mynewterm.com/jobs/110394/EDV-2026-CHPS-56637>