



Assistant Caretaker for September 2026

1 year fixed-term with a view to extend

Hours: 35 hours per week, full time (52 weeks)

Monday to Friday, 10:00am-6:00pm (one hour lunch break))

PayScale: Scale 3

Grafton Primary School is an outstanding school which takes pride in being inclusive. We have high expectations of both children and staff and are committed to providing a safe, nurturing and inspiring environment where every child can thrive.

We are looking to appoint a reliable, enthusiastic and proactive **Assistant Site Manager** to support our Premises Manager in maintaining a safe, secure, clean and welcoming environment for our pupils, staff, visitors and wider school community.

This is a varied and rewarding role for someone who enjoys practical work, takes pride in maintaining high standards and is committed to creating an environment where children can learn and thrive.

About the Role

Working closely with the Premises Manager, you will play a key role in the day-to-day operation of the school site. Your responsibilities will include:

- Assisting with the opening, closing and security of the school premises.
- Carrying out routine site inspections and reporting maintenance or health and safety issues.
- Undertaking minor repairs and general maintenance, including basic plumbing, carpentry, painting and decorating.
- Supporting the maintenance of heating, lighting and ventilation systems.
- Assisting with health and safety compliance checks, including fire alarm testing and emergency lighting checks.
- Maintaining the cleanliness and appearance of the school buildings and grounds.
- Supporting waste management, recycling and the upkeep of outdoor areas.
- Setting up rooms for assemblies, meetings, examinations and school events.
- Assisting with deliveries, stock control and the safe storage of equipment and supplies.
- Helping to ensure the school remains a safe, secure and welcoming environment for everyone.

We are looking for someone who:

- Has practical DIY, maintenance or caretaking experience.
- Is organised, reliable and able to work independently as well as part of a team.
- Has a proactive approach to problem-solving and takes pride in maintaining high standards.
- Can communicate effectively with staff, pupils, visitors and contractors.
- Is physically able to undertake manual handling duties and work both indoors and outdoors throughout the year.
- Is flexible and willing to work occasional evenings or weekends when required.
- Is committed to safeguarding and promoting the welfare of children and young people.

We can offer:

- A friendly, supportive and welcoming school community that values staff and invests in their development.
- A strong commitment to inclusive education and a positive, well-resourced working environment.
- Comprehensive induction and ongoing training, including health & safety and site-based development opportunities.
- Excellent opportunities for professional development and career progression.
- Free 24/7 access to an Employee Assistance Programme to support your health and wellbeing.
- A dynamic working environment with dedicated, enthusiastic and supportive colleagues.

We are a very inclusive school and would welcome applications from people with experience of working with children with additional needs or with Thrive experience as we are Thrive school.

For further information about the role or to arrange a visit to the school please email vacancies@graftonprimary.co.uk

The application pack is in the link <https://www.graftonprimary.co.uk/vacancies>

Closing date for applications is **27th August 2026**

Interviews will take place w/c **7th September 2026**

Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a fully enhanced DBS check and social media checks.