



'Enjoy, Aspire, Achieve'

Giffard Park Primary School

Broadway Avenue, Giffard Park, Milton Keynes MK14 5PY

Tel: 01908 617868 | www.giffardpark.milton-keynes.sch.uk

Headteacher: Mrs G. Wiles

School Caretaker 37 hours per week, 52 weeks per year (Mon-Thu 07:30-12:00 and 15:00-18:00 / Fri 07:30-11.30 and 15:00-18:00 preferred, however flexible times for the right candidate will be considered)

MKCC Grade D £25,992 – £27,269 (L2 depending on experience) Permanent, REQUIRED
MAY 2025

Permanent

Start date: 16/05/2025

About our School:

Visits are encouraged and we would love to show you around and tell you more about our wonderful school before you apply.

To view full details and apply online, please visit MyNewTerm:

<https://mynewterm.com/jobs/110381/EDV-2025-GPPS-24051>

Alternatively for more information you can contact our Office Manager Sian Rees on sbm@giffardpark.milton-keynes.sch.uk or 01908 617868

We hope you will join our wonderful team!

Closing date: Wednesday 30th April 2025, 12.00pm

Interview date: Wednesday 7th May 2025

Giffard Park Primary School is committed to safeguarding the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Appointment is subject to enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police checks for all other countries inhabited (irrespective of whether they worked in those countries). Giffard Park Primary is an equal opportunities employer. Milton Keynes Council is committed to making sure that everyone living in Milton Keynes is safe and protected and that our specific statutory responsibilities to safeguard children and vulnerable adults are effectively met

About the Role:

We are seeking to appoint an enthusiastic, flexible and conscientious Caretaker to fulfil this key role within our school. The successful candidate will be able to provide specialist support in ensuring a safe and purposeful working environment for both students and staff alike. We are looking for a Caretaker who is the right fit for this school and who is:

- Active and highly motivated, professional and able to work with the Senior Management team.
 - Positive, forward thinking, solution-focused and willing to go the extra mile.
 - Reliable, self-motivated and able to prioritise tasks and work independently.
- Able to demonstrate a proven work ethic and excellent interpersonal and communication skills.
 - Familiar with H&S regulations / codes of practice and willing to undertake relevant training.
- Committed to providing a safe and attractive school environment for staff, pupils and visitors.
 - A candidate with excellent practical DIY skills.
- A candidate with previous experience in caretaking, facilities or site management (preferred).

Duties will include:

- Responsibility for the security and safety of the premises (buildings and grounds) and its contents.

Undertaking daily security checks, including locking and unlocking of buildings at pre-planned times.

Acting as a designated key-holder, providing emergency access to the premises.

- Light maintenance of the buildings and site, undertaking general minor repairs and decorating.
 - Moving furniture and equipment within the school.
 - Operating systems such as heating and lighting.
- Contact with premises-related contractors and monitoring work in progress.
 - Undertaking risk assessments and COSHH procedures.
 - Organising testing for asbestos and other Health & Safety procedures
- Supporting the School Business Manager in supervising the team of cleaners and taking on ad hoc cleaning duties.
 - Monitoring and ordering cleaning and maintenance supplies.
 - Fire Warden responsibilities and regular testing of t

Closing date for applications: 30/04/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/110381/EDV-2025-GPPS-24051>