

# Caretaker / Cleaner

## Candidate Pack

**Salary:** NJC 7-8, MAT 3  
£26,403-£26,824

**Contract Type:** Permanent

**Contract Term:** 37 hours  
(Full Time) All year around

**Location:** Plantation Close,  
Castlefields, Runcorn WA7 2LW



Bridgewater Park  
Primary School

# Caretaker / Cleaner

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NJC 7-8, MAT 3 £26,403–£26,824

## Contract Type

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## Hours

37 hours per week

## Closing Date

15th May 2026

### About us

At Bridgewater Park Primary School we believe that it is our responsibility to empower our children to overcome barriers, compete with the best and shape the future.

### Values

- **Kindness - we look out for each other.**
- **Integrity - we do the right thing.**
- **Tenacity - we do what it takes.**

These are the three core values we live by every day. Our values are continually promoted through our curriculum offer, behaviour and expectations. Children are encouraged to demonstrate our school values in all contexts.

Within our school community, everybody (staff, pupils and parents) promotes aspiration and ambition; encourages others to learn and achieve their potential; and celebrates all achievements.

The Heath Family Trust is seeking a dedicated and proactive Caretaker and Cleaner to support the maintenance of clean, safe, and secure school environments, primarily based at Bridgewater Park Primary School.

This role involves responsibility for the upkeep of buildings and grounds, including cleaning duties, general maintenance, minor repairs, portage, and refurbishment tasks. The successful candidate will also play an important role in promoting and maintaining high standards of health and safety, including supporting operations at Bridgewater Park.

The postholder may be required to travel to other schools within The Heath Family (NW), although the main base will be Bridgewater Park Primary School

### About The Heath Family

Our school is a member of the Heath Family Trust alongside seven other schools. We are highly collaborative and supportive of each other. Continuous professional development is driven by the Trust and we have a strong offer for teachers at all stages of their development. We want all our staff to flourish and grown in their classroom practice and leadership.

# Job Description

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- Maintaining clean, safe, and secure school premises, which includes buildings and grounds.
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Promoting health and safety around the school
- Carry out daily cleaning of classrooms, corridors, offices, toilets and communal areas
- Sweep, mop, vacuum and polish floors as appropriate. Empty bins and dispose of waste in line with school procedures.
- Clean and sanitise surfaces, touchpoints and high use areas
- Replenish consumables such as soap, paper towels and toilets paper etc
- Ensure cleaning equipment is used safely, maintained, replenished and stored correctly in line with COSHH regulations.
- Carry out portorage duties, such as moving furniture and equipment around the school. Carry out small repairs and DIY projects
- Assist with arranging larger repairs and obtain quotes from contractors for approval. Assist with on site development projects
- Open and secure the school site as required including out of school's hours when necessary, including locking/unlocking the building and ensuring all windows, doors and gates are locked, lights switched off and gas and electrical appliances are turned off where applicable.
- Set security alarm, report any potential security breaches
- Carry out and record regular health and safety checks, including legionella risk, CCTV, alarm systems, locks, fire safety appliances, play equipment, safety equipment, gates a perimeter fencing and any hazards on school premises; report any problems to line manager
- Advise the line manager and Head of School/ Principal on all matters relating to school security
- Maintain outdoor areas (e.g., litter picking, basic grounds upkeep) and provide safe access to the school site in adverse weather conditions
- Ensure a safe working and learning environment in accordance with relevant legislation
- Any other duties of relevance to the school and in line with the job role.
- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/ work/ aims
- Establish constructive relationships and communication with all staff and other agencies/ professionals
- Recognise own strengths and areas of expertise and use these to advise and support other
- Participate in training and other learning activities and performance development as required

***The postholder will be required to travel to any schools within The Heath Family (NW) but will be primarily based at Bridgewater Park Primary School.***

# Person Specification

PERSON SPECIFICATION – CARETAKER CLEANER		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<b>Qualifications, Knowledge &amp; Experience</b>		
3 GCSE's A* - C (or 4+) including English and Maths or equivalent		X
Good knowledge of Health and Safety regulations	X	
Experience of working to Policy and Procedures	X	
Experience of working with third party service providers	X	
Organised with good attention to detail and experience of managing electronic and paper filing systems	X	
Competent in the use of Microsoft Office applications including Excel and Word		X
Understanding of safer recruitment in a school context		X
Experience of working in a school or other educational setting		X
Experience in the following – Caretaking Building Maintenance Security, including alarm systems Cleaning Work Some DIY Working in a team	X	
<b>Skills, Abilities and Personal Qualities</b>		
Ability to plan, organise and prioritise.	X	
Ability to cope effectively in a busy, demanding role	X	
Commitment to always maintaining confidentiality	X	
Ability to manage stakeholders and third-party service providers	X	
Excellent communication skills both oral and written	X	
Able to provide a high level of customer service to stakeholders	X	
Able to use own initiative within a busy, diverse team	X	
Have a clear view of what constitutes effective management of staff and demonstrate practice consistent with the objectives and ethos of the school.		X
Ability to work flexibly, independently and as part of a team.	X	
Basic DIY Skills	X	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	X	
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# Person Specification

Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	X	
Ability to work under pressure and prioritise effectively		X
Commitment to safeguarding and equality	X	
Embraces change well		X
Deals with difficult situations effectively	X	
Able to work flexibly and out of school hours as required	X	
Be reasonably fit to carry out the duties of the job	X	
Able to carry out some manual handling and lifting	X	
Able to carry out work at high levels using appropriate equipment	X	
<b>Suitability to work with children</b>		
Enhanced DBS clearance is required for this position (this check will be undertaken by the Trust)	X	

# How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to [recruitment@theheathfamily.org.uk](mailto:recruitment@theheathfamily.org.uk)

**Application closing date:** Friday 15th May 2026

**Shortlisting Date:** Monday 18th May 2026

**Interview Date:** Monday 25th May 2026

# About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

**Academic rigour** is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

## ✔ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

## ✔ HOW WE BEHAVE: THE HEATH FAMILY VALUES

**With kindness:** we look out for each other.

**With integrity:** we do the right thing.

**With tenacity:** we do what it takes.

## ✔ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

# We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

