A CHURCH OF ENGLAND MULTI-ACADEMY TRUST
DEDICATED TO TRANSFORMING CHILDREN'S LIVES

LAAT







Sutterton Fourfields Church of England Primary School

Caretaker








Welcome from the CEO of The Trust – LAAT
Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community** of **Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



Caretaker

SALARY

Grade 4 Points 9 – 12 £26,847 - £28,155

£14,511.89 - £15,218.92 (Pro Rata)

HOURS

20 hours per week, Full year

START DATE

January 2027

LOCATION

Sutterton Fourfields Church of England Primary School

APPLICATION DEADLINE

Thursday 3rd December 2026 (midday)

INTERVIEWS

Friday 11th December 2026 (time & date to be confirmed)

For an informal discussion about the role, or to arrange a visit, please contact enquiries@sutterton.laat.co.uk or call 01205 460547

Please go to My Trust Careers to apply









What’s it like Caretaking in LAAT?

Introduction

At the heart of every thriving school is a dedicated caretaker who ensures a safe, clean, and well-maintained environment for students and staff. We’re looking for passionate individuals to join our team as caretakers, offering not just a job, but the chance to make a meaningful impact in schools and the wider community.

As a school caretaker, you will play a pivotal role in the day-to-day upkeep of the school, ensuring a safe and healthy environment for students, teachers, and visitors. This role is ideal for individuals who are hands-on, enjoy variety in their work, and are looking for a meaningful way to contribute to their community.

A Day in the Life of a School Caretaker

Imagine walking into a school early in the morning, the halls quiet and still. As a caretaker, you'll begin your day with a variety of tasks: checking that everything is in order, addressing any maintenance issues, and making sure the school is ready for the day’s activities. Whether you're helping set up for a big school event or ensuring that the grounds are tidy, every task contributes to creating a safe, positive learning environment for students.

Key Responsibilities Include:

- Maintaining school grounds and buildings (cleaning, repairs, security).
- Ensuring health and safety standards are met.
- Setting up and managing facilities for events and activities.
- Being a trusted point of contact for staff and visitors regarding building-related concerns.

Why Join Us? The Benefits of Being a School Caretaker

School caretakers enjoy the stability of public-sector employment, with predictable hours and reliable benefits. The role often comes with the added advantage of school holidays, giving you extra time to recharge. You could also have the opportunity to work across more than one school, having impact across more sites.

What’s it like Caretaking in LAAT?

Competitive Pay & Benefits

We offer competitive pay, pension schemes, and paid leave. We also offer health and wellbeing support, retail discount schemes, eye care vouchers and cycle to work schemes Your hard work will be rewarded with the benefits you deserve.

Work-Life Balance

With typically predictable working hours and time off aligned with school holidays, caretakers enjoy a great work-life balance.

Engagement

Working in a school is more than just a job – it's about connecting with and supporting your community. You'll have the opportunity to meet and collaborate with teachers, parents, and local organizations, all of whom value your contributions.

Supporting Schools and Communities

As a caretaker, you’re an integral part of not only the school but the larger community. By maintaining safe, welcoming environments, you are helping schools thrive and positively influencing the lives of students and staff. Your role is more than just facilities management – you help foster an environment where children feel comfortable and are inspired to learn.

Who Are We Looking For?

We are seeking individuals who are:

- Reliable & Responsible: Ensuring the school is safe and well-maintained is a key part of the role.
- Flexible & Adaptable: The role involves a variety of tasks and sometimes requires responding to urgent issues.
- Proactive & Hardworking: A great caretaker is someone who takes pride in their work, looks for ways to improve their surroundings, and enjoys being active.
- Friendly & Approachable: School caretakers interact with students, teachers, and parents, so it’s important to be approachable and maintain positive relationships with all.

About Sutterton Fourfields Church of England Primary School

Sutterton Fourfields Church of England Primary School's vision is based on Christian principles, values and aims: *Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.*

As in the gospel story of two travellers who meet and are transformed and enriched by sharing part of their journey with a guide, we view our work with children to be a similar brief opportunity to make a lifelong difference to their future lives.

For part of the children's life journey, we have the privilege to walk with them. During these fleeting years, we commit to ensuring that every child is enriched, challenged, supported, and developed so that they can be the best that they can be.

We use the strapline, "Small Village, Big Horizons" to articulate our vision for the schools. We want our curriculum to expand the experiences and ambitions of our pupils. We want our pupils to learn about local knowledge alongside national and global information.

We seek to not only provide an environment which promotes achievement in learning but also one of warmth, security and care, valuing each member of the school community and working to encourage the realisation of everyone's potential.

We celebrate all achievement whether big or small and challenge our children (and ourselves) to improve even more. We encourage a 'can do' culture, a thirst for life-long learning and a pride in each other's skills and attributes.






Job Description

The successful candidate will work as part of the premises team, the caretaker will carry out a range of duties, to ensure safety, security, maintenance and cleanliness of the site and premises.

Key Tasks and Responsibilities

Maintain the security of the premises and its contents, including the operation of fire and burglar alarms.

Be a trustworthy key holder responsible for the opening and closing of the site.

Have responsibility for the cleanliness of the premises, taking corrective action when needed.

To assist with inspection of the heating plant on a daily basis, carry out minor maintenance and report other defects as required. (Items of minor maintenance should be carried out if within the capability of the Caretaker and if the appropriate tools are available in the school).

Carry out routine maintenance of buildings and décor i.e. minor decoration, repairs and those tasks which would not normally require the services of an outside contractor.

Attend to the heating and lighting of the premises and maintain the required equipment.

Be available to attend the school in cases of emergency outside the working week e.g. intruders, fire, weather damage.

Line Management responsibilities for cleaning staff.

To sweep all external hard surface areas, remove weeds from between slabs and at edge of building, clear leaves and litter from drain covers and disinfect drains.

To clear paths of snow and spread salt as required for the health and safety of pupils and staff

To receive deliveries and carry out porterage duties in any area of the site to include removal or rearrangement of furniture within the school.

To remove litter from all areas within the school grounds and within the premises.

To clear any blockage, spillage or other hazard arising during the course of the school day.

LAAT

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To assist with administrative duties, for example submit job orders, order cleaning materials, under the direction of the Headteacher,

To attend evening lettings when required.

Liaise with outside agencies/ contractors as necessary to carry out additional work.

To work within the detail of the school's Health, Safety and Welfare Policy.

To carry out weekly fire alarms checks and to regularly check fire extinguishers.

To carry out weekly and monthly emergency lighting checks.

To provide feedback to the relevant Line Manager where necessary and as requested.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

Applications are welcome from all, irrespective of gender, sexuality and promotes diversity and wants a workforce which reflects Christian Values, race, religion, marital status, age, or disability.

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Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience	Essential	Desirable
Experience of working in a school		*
4 GCSE'S or equivalent in English and Maths	*	
Considerable DIY experience, minor maintenance level	*	
IOSH / Health and Safety training		*

Professional knowledge and understanding

Working knowledge of Health and Safety relating to the post	*	
Experience of working within a team	*	
Knowledge of the requirements of site security	*	
Recognises the importance of maintaining accurate records	*	
Experience of working in a similar post.	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Excellent communication skills, both verbal and written	*	
Ability to use discretion and have an understanding of the importance of confidentiality	*	
Willingness to support the Academy Behaviour Management Policy and to refer to teaching colleagues as appropriate	*	
Awareness of and commitment to ensuring Health and Safety standards are maintained at all time	*	
Willing to undertake training as required to fulfil the requirements of the role and professional development	*	
Ability to recognise and maintain personal boundaries with children & and young people	*	
Understanding of and commitment to safeguarding and promoting the welfare of young people	*	
Ability to work with a minimum of supervision and within a team	*	

Willingness to undertake additional training	*	
Has high standards and demonstrates them through high quality work.	*	
Demonstrates a strong work ethic and excellent organisational skills.	*	
Act in a professional and confidential manner at all times.	*	

Approach to work - Candidates should

Ability to work under pressure and remain calm in difficult situations	*	
Able to prioritise and escalate where required	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other - Candidates should

Be a positive role model	*	

LAAT

What our Colleagues say about us…







‘I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues’

“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”

‘Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else’

‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’

‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

‘The sense of shared purpose to make changes for children to improve their life chances’

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the **Department for Education's (DfE) Education Staff Wellbeing**, joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme
- Free flu vaccination voucher



Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond.

Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

Opportunities - LAAT (thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

My Trust Careers by clicking the link or using the QR code and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.

