Spire Federation

East Wold Primary School
Station Road
Legbourne
Louth
Lincolnshire LN11 8LD
01507 610060
EWOffice@thespirefederation.co.uk
www.east-wold.lincs.sch.uk

North Cockerington C.E. Primary School
School Lane
North Cockerington
Louth
Lincolnshire LN11 7EP
01507 327258
NCOffice@thespirefederation.co.uk
www.north-cockerington.lincs.sch.uk

Empowering all to flourish and succeed

East Wold CE Primary School

Caretaker

G4 (Point 9 - 12) £26,846 - £28,153pa pro rata
Actual salary £4,076—£4,275pa
Monday-Friday 7am – 8.15am (6.25hrs per week), 41 weeks of the year

To start as soon as possible

East Wold CE Primary School is a small, friendly and inclusive village primary school located on the outskirts of Louth.

We are looking for a caretaker to join our hard-working and dedicated school team. The successful candidate will carry out a range of duties to ensure safety, security and maintenance of the site and premises.

Key Tasks and Responsibilities:
- Be responsible for the ordering of any site related materials required for the premises and secure storage thereof.
- Report to the Bursar all matters relating to the premises.
- Carry out caretaking duties as directed by the Bursar as outlined on the job description sheet e.g. minor repairs to the fabric of the building and/or equipment and any adhoc tasks that may be required e.g. building furniture/putting up shelves etc.
- Be a key holder for the school premises where necessary. To be responsible for the routine and non-routine (emergencies) opening and closing of the premises.
- Be responsible for the regular checking and testing of the fire alarm warning system sounders in line with Lincolnshire County Council guidance contained in the Health and Safety Policy, recording the event and issues arising. Checking heating, water and testing battery banks for emergency lights where relevant. Checking of and recording fire equipment checks. Regular checking and recording the condition and safety of tools and equipment I line with the Provision of Work Equipment Regulations. Reporting any failures to the Bursar.
- Ensure that all external areas, paths and drives remain free from litter and hazardous materials and that all drains and gullies are free flowing and clean as appropriate. To clear pathways of snow and apply salt when required keeping records of this action.
- Deal with lettings if and when required as agreed with the Bursar.

Further information is available from: The School Office, The Spire Federation (East Wold and North Cockerington C of E Primary Schools), Station Road, Legbourne, Louth, LN11 8LD Tel: 01507 610060, email address; EWoffice@thespirefederation.co.uk.
An application form and job description can be downloaded from our website –
www.east-wold.lincs.sch.uk

CLOSING DATE: 31st October 2026. Interviews TBC
Please note only applicants selected for interview will receive a response