Assistant Caretaker – Part-time

required for Cannon Lane Primary School

Permanent part-time position - 25 hrs. over 5 days per week,
Grade G04 (£29,622 FTE)

We are looking to appoint a dedicated and hard-working Assistant Caretaker to start as soon as possible. The successful applicant must be enthusiastic and take genuine pride in ensuring our school is safe, well maintained and welcoming at all times.

This role is ideally suited to someone with strong practical DIY skills and hands-on experience of building, site and grounds maintenance**.** You will be confident carrying out a wide range of tasks including general repairs, basic carpentry, painting, minor plumbing, and routine maintenance, ensuring issues are dealt with promptly and efficiently.

On a daily basis, you will respond to incidents around the school such as cleaning up accidents and spillages, setting up and clearing away equipment (including chairs and staging), and assisting with porterage and deliveries. You will play an important role in maintaining the smooth day-to-day running of the school.

You will communicate effectively with children, staff, parents, visitors and contractors, demonstrating a good understanding of health and safety procedures. The successful candidate will be approachable, self-motivated and able to work independently, using their initiative to identify and resolve maintenance issues before they escalate.

Alongside the Site Supervisor, you will be required to work shifts to open and close the school during the school day, with some occasional evening and weekend work as required.

Key responsibilities and requirements include:

- Proven ability to carry out a wide range of DIY and basic maintenance tasks
- Practical knowledge of health and safety procedures
- Experience of working in a busy school or similar environment
- A strong commitment to maintaining and improving the school site
- Flexibility with working hours, including occasional evenings and weekends

Closing date for applications: **Friday 12th June 2026 @ midday**

Interviews will be held: **Tuesday 16th June 2026 - AM**

Visits to the school are welcomed and can be arranged by contacting Anna in the school office.
All applications must be made via crinkle recruitment

If you have any queries, please contact Anna Checkley in the school office hr@cannonlane.harrow.sch.uk

The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children. Successful applicants will be required to apply for an enhanced disclosure from the DBS. Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the "disqualification by association" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this declaration. Further information can be found at www.direct.gov.uk.