



Mosspits Lane Primary School

Headteacher: Mrs. Victoria Corbett

Mosspits Lane,
Wavertree,
Liverpool
L15 6UN

0151 722 1716

Office@mospits.com

Twitter: [@mospitslane](https://twitter.com/mospitslane)

Job Vacancy - Caretaker

Salary: NJCJE Grade 4 Point 9-17 - £26,409 - £30,060 FTE

Monday to Friday 7.15am-10:00am then 3:00pm-6:15pm - 52 x weeks per year
30 x hours per week

May include occasional Saturday mornings for open events/Parents' Association events and occasional late nights for parents' evenings

At Mosspits Lane Primary School all members of staff are highly motivated to ensure our children are happy and fulfil their potential, academically and socially. Our pupils are articulate, extremely positive and enjoy learning.

If you have excellent interpersonal and communication skills and would like the opportunity to thrive in our welcoming school, where CPD is highly valued for all members of our school community, we look forward to receiving your application.

The successful applicant will be given an opportunity to work in a creative environment, alongside enthusiastic and dedicated staff.

We are seeking to appoint a self-motivated, knowledgeable and flexible caretaker, who will work hard to run our large school site as efficiently and effectively as possible. This role will involve physical handling of resources and equipment at times.

The school has a strong community ethos and has high expectations of all its staff and children.

Mospits Lane Primary School Values:

Respect; Determination; Teamwork; Eco-Friendly; Self-Belief; Passion; Honesty

About the Role and Job Description

The Governors wish to employ an enthusiastic, committed and suitably experienced and willing person who can demonstrate flexibility and is adaptable.

Recent experience of working in a setting with children is beneficial, however not a necessity. However, the need for understanding, patience and an ability to communicate exceptionally well with children, staff and families is expected, in line with our school values.

The successful applicant will:

Professional Qualities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to Keeping Children Safe In Education, Child Protection, Health and Safety, Security, Confidentiality, Data Protection, Equal Opportunities and report all concerns to the appropriate person
- Be passionate about improving the school environment, often on a restricted budget
- Be caring, patient and trustworthy as well as resilient when facing challenging circumstances
- Communicate effectively and have an ability to inform headteacher reports for the governors
- Work as part of a team
- Demonstrate outstanding professional qualities
- Have a proven track record of organisation, resourcefulness and efficiency
- Have a commitment to high standards, personal success and self-development
- Be enthusiastic and willing to learn and continue to develop – hold themselves to account and work to do the same positively with the whole team whilst working towards whole school goals
- A flexible approach to working and a can-do attitude, even when working under pressure
- Have a proven record of excellent communication and teamwork skills
- Be willing to uphold and demonstrate our school values at all times
- Be a positive, proactive, caring role model for our children and their environment
- Have a positive impact on the children, the wider school environment and our school community
- Demonstrate initiative
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Commitment to continued professional development

Responsibilities

- Act as a key holder, carrying out security procedures for the buildings and grounds and the routine and non-routine opening of premises and grounds and occasionally responding to emergency calls outside normal working hours
- Support the school business manager/headteacher in procuring contractors to carry out work in line with health and safety requirements. Deal with enquiries and manage personnel from external contractors when on site
- Line manage, supervise and train cleaning staff
- Undertake additional daily cleaning to support the cleaners
- Ensure that adequate supplies of cleaning materials and other supplies are available
- Ensure that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate
- Carry out general first line repairs, grounds work, redecoration and maintenance

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- Organise, order and take delivery of stocks and materials for the school
- Carry out portorage within school, move furniture and equipment, as required, assist in setting up for assemblies, events etc...
- Operate the heating plant, ensure that all gas, electric and appliances are switched off and windows/gates locked at the end of each day and set security alarm systems, reporting any potential security breaches to the headteacher
- Carry out regular checks of the CCTV, alarm systems, locks, security gates, perimeter fencing, shutters etc and ensure any necessary repairs are actioned
- Carry out routine procedures or checks on ancillary equipment
- Work alongside the school health and safety advisor and school fire marshals. Act upon EvacChair safety procedures in case of fire
- Support the Headteacher in any health and safety audits and advise the headteacher on any matters of safety and security of the school
- Carry out school based emergency procedures e.g. in the event of fire
- Undertake letting and related duties where required
- Prepare the school premises and site for out of school activities
- Ensure that access and main areas are safe on a daily basis
- Ensure that the school site is clean, tidy and free from any hazard on a daily basis
- Ensure that refuse collections are undertaken weekly and that the bin store is safe, clean and tidy
- Undertake regular site-walks alone or with the headteacher or school business manager and manage a schedule of repairs and maintenance as appropriate, reporting on progress
- Provide safe access to the school site in cold weather conditions, for example, gritting paths
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages/leaks
- Carry out any other duties relevant to the post as required by the Headteacher

The school will offer:

- An organisation committed to excellence where pupils and staff are highly valued
- A committed organisation that supports children and staff
- An innovative, vibrant and forward-thinking school
- An experienced, creative, supportive and committed staff team that work hard for the benefit of all the children
- Supportive professional development opportunities within our school and across Liverpool networks
- Respectful, positive, motivated and happy children
- A committed and friendly team of hard-working, ambitious, supportive and creative staff

Please note:

The work is in a busy and, at times, noisy environment, with intensive interactions with students with communication and interaction difficulties

Working with children who have varying levels of needs requires a particular understanding and appreciation of the individual needs, such as learning, emotional, behavioural and language difficulties or problems with organisation

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

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How to Apply

Application packs are available to collect from the school office or via email/school website/School Improvement Liverpool website. The pack will consist of: a job description, a person specification, an application form and an equal opportunity form

Applications can be emailed to h.taylor@mospits.com or hard copies of application forms will be accepted and can be submitted by post or by hand for the attention of Mrs H Taylor

The closing date for applications is 30th June, 5pm. Interviews and a task will take place on Monday 7th July

Start date: 11th August 2025

We are committed to safeguarding and promoting the welfare of children and families. Before any appointment we will take up references, complete an enhanced DBS check and conduct online checks.

Contact Details

Mospits Lane Primary School

Mospits Lane

Liverpool L15 6UN

Tel No: 0151 722 1716

Email: h.taylor@mospits.com website: [Http://www.mospits.com](http://www.mospits.com)

Head teacher: Mrs. Vicky Corbett

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