



NEWCASTLE UNDER LYME SCHOOL

Caretaker and Estates Worker

- Start Date: As soon as possible (following recruitment checks)
- Salary: £26,400 per annum (£13.72 per hour), plus a monthly call-out allowance of £90 (£1080 p.a.). Combined actual £27,480
- Contract Type: Full-time, Permanent
- Closing Date: 12 noon, Monday 26 January 2026 (Early applications are encouraged, as we may appoint a suitable candidate before the closing date)
- Working Hours: 37 hours per week, (2 week rotating shift pattern, alternating earlies (06:00-14:30) and lates (11:00-19:30)), with flexibility for overtime

ABOUT NEWCASTLE UNDER LYME SCHOOL

NULS was founded c.1602 and its academic calibre is renowned in the area. NULS has an enviable academic reputation and is renowned as the highest performing school in the region. NULS' momentum and standing continues to reach new heights after being awarded the highest possible gradings under Independent School Inspection. Our 35-acre campus enables the school to benefit from impressive facilities for teaching, learning and extracurricular provision across our Prep and Senior campus.

HOW TO APPLY

Applications to be sent to: seniorreception@nuls.org.uk. Application forms and details are available on the school website at <https://www.nuls.org.uk/vacancies>

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Registered charity no. 1124463.

Benefits of working at NULS

There are many benefits to working at Newcastle-under-Lyme School and we are committed to putting the wellbeing of our staff and pupils at the heart of everything we do. We provide staff with the opportunity to join a thriving and vibrant school community set in a beautiful 35-acre campus.

20

DAYS HOLLIIDAY
PLUS GRANT
DAYS AND BANK
HOLLIIDAYS



Free

SCHOOL LUNCHES

Pension

SCHEME
MEMBERSHIP



35

ACRE CAMPUS WITH
EXCEPTIONAL
FACILITIES

Fee

DISCOUNT FOR
STAFF



CPD

INVESTMENT IN
PROFESSIONAL
DEVELOPMENT

LIVING IN STAFFORDSHIRE, CHESHIRE AND SHROPSHIRE

Staff and pupils at NULS enjoy living throughout the region, from the countryside and market towns of Staffordshire, such as Eccleshall, Stone and Barlaston, through to the lovely villages and towns of Cheshire such as Betley and Nantwich. North Shropshire is also very popular with families and staff, and for those seeking city life and all that it brings, Manchester, Liverpool, Birmingham and, of course, Stoke-on-Trent are very easily and quickly accessible for shopping, cultural opportunities and so forth. House prices are very reasonable indeed in the region, with transport connections to school from all directions being excellent.

Job Description

The main duties and responsibilities are indicated below. Other duties of an appropriate nature may also be required, as directed by the Headmaster and Line Manager.

To provide an efficient caretaking service throughout the school, including;

- Security of all buildings and equipment. Ensuring visitors report to reception.
- Working occasional overtime outside of normal working hours; evening, sports & special events, Saturdays [term time 1 in 4]. Occasional Sundays.
- Provide overnight emergency on call cover, [1 week in 4], from 1930-0600 weekdays and all weekend. Liaise with external security companies if required.
- Set up furniture for assemblies/annual examinations & raise/replace chairs in dining room to allow floor cleaning
- Clearing of paths & drains around buildings, including snow and ice clearance.
- Update Cleaning Supervisor about cleaning issues. Undertake urgent cleaning tasks when cleaners not on site or available. [i.e. flood clean up].
- Routine operation of the heating, lighting and ventilation systems.
- Routine monitoring, testing & adjustment of swimming pool water & plant room.
- Daily monitoring for Health and Safety defects/issues including fire equipment and notices.
- Minor maintenance issues/repairs. [Unblock toilets, sinks & drains].
- Support the safeguarding of pupils and report any concerns.
- Such other duties and responsibilities as may be required.

Routine duties:

- Unlock & lock of school premises as required & provide access to restricted areas (Boiler rooms/Plant rooms/roof access) for contractors
- Read, monitor and respond to emails/telephone calls throughout shift for caretaker assistance
- Monitoring and testing of the swimming pool water, routine maintenance of the plant equipment and refilling chemical dosing systems as required.
- Receive deliveries of goods and deliver post & other items between sites
- Litter picking, emptying of kitchen and external bins. Monitor & flatten cardboard recycling bins. Replace/refresh various recycling bins around site.
- Dealing with floods/leaks/spillages/breakages & Biohazard clean-up

Job Description continued

- Weekly fire alarm testing
- Pupil locker unlocking & code reset
- Minor maintenance; replace toilet seats/WC unblocking/WHB and urinal trap clearance & flat pack furniture building
- Monitor security cameras on CCTV system
- Secure disposal of confidential waste
- Seasonal boiler/external lighting timer changes
- Ladder inspections
- Escort and supervise and unlock/lock areas for water testing & hygiene bins contractors

Occasional Additional Support Duties:

Assist the Maintenance and Grounds teams as directed by the Estates Bursar or Site Coordinator.

Regular assistance will be required in broader estates operations, including assisting in routine maintenance such as painting, decorating, basic plumbing and PAT testing, or grounds work, such as grass cutting, hedge trimming or drains clearance/unblocking.

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