



Job vacancy for:	Caretaker
Salary:	Scale D (point 7 - 9) £26,403 - £27,254 pa
Hours of work:	20 hours per week Monday to Friday hours can be flexible
Contract type:	Permanent – all year round
Location:	Redwood & Parkview Primary School Federation – across both schools

Summary Description

The Governing Body of Redwood and Parkview Primary School Federation wish to appoint an enthusiastic experienced individual, to undertake Caretaking duties. This post is to start as soon as possible. This post includes working across both schools with a smaller portion of working hours based at Redwood.

We are looking for someone to be the first point of contact for our premises management. You must have or be willing to undertake training or qualifications associated with premises management and be flexible in your approach to work due to the varying demands of the role. You must be a team player and work with the school to ensure that the school is a safe, welcoming place, adhering to the school ethos and contributing to the effective use of the school and grounds.

Working closely with the School Business & Office Manager you will ensure that all programmed maintenance is carried out including regular inspections and checks, be the first point of contact for emergencies and will be a registered key holder for the school.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post, will be required to undergo a full enhanced DBS check and must be eligible to work in the UK. The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and

volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process and this may include online searches.

This post is exempt from the provisions of the 1974 Rehabilitations of Offenders Act. It is an offence to apply for the role if you are barred from engaging in regulated activities relevant to children. Before applying for this post, please refer to our school website [Parkview Primary School - Safeguarding](#) and view our safeguarding policy and resources.

Our Federation is committed to promoting equality of opportunity for all staff and job applicants.

Ongoing training will be provided so that you will have the opportunity for continued development.

Please see the job description and person specification for further details.

Interviews will be held on Wednesday 22nd April 2026

If you want to visit the school or need any further details regarding this post please contact our School Office Manager, Clare Melbourne, to arrange a visit. She can be contacted through the school office on 01332 835439 or by email at clare.melbourne@parkview.derby.sch.uk.

Please complete a Derby City Council Application Form, which is available either on the Derby City Council Jobs website or on the school website to download or collect from the school office. The application form can be emailed to admin@parkview.derby.sch.uk, or sent to the school.

Address: Parkview Primary School, Springwood Drive, Oakwood, Derby DE21 2RQ

Telephone: 01332 835439

Website: www.parkview-sch.co.uk

The closing date for this vacancy is Friday 10th April 2026 at 5pm.