



Hounsme Fields Primary School

Recruitment Pack

Caretaker





Welcome from Headteacher



Dear Candidate,

Thank you for showing interest in working at Hounsome Fields Primary School. We are a brand-new school which opened in September 2025 and are proud to be part of the Engage Enrich Excel Academies (EEEEA) Trust.

At Hounsome Fields Primary School, we're looking for passionate, proactive staff to join our team. This is your chance to play an integral role in shaping our school culture, curriculum, and community from the very start.

At the core of everything we do are our 'HEART' values: Honesty, Empathy, Ambition, Respect and Teamwork. These values guide our approach to teaching, learning and relationships across the school.

We are passionate about creating a curriculum that engages children and makes learning enjoyable. When children are happy and motivated, they can thrive academically and personally.

If you are interested in applying to our school, tours of the school are welcomed.

We are enthusiastic and motivated for the future growth of our school in the community.

Thank you again for your interest in joining us.

Kind regards,

Bradley Carter

Headteacher

About Hounsme Fields Primary School.

The school is part of an exciting new urban development in Basingstoke, Hampshire. The school was designed by Hampshire County Council and in partnership with the Engage Enrich Excel Academies (EEEA), Hounsme Fields Primary School promises to be one of the best school buildings in the country. The school is designed to be energy efficient and sustainable with features that include a ground source heat pump and solar panels making Hounsme Fields ecofriendly.



The building itself revolves around a courtyard area with extensive school grounds which includes a pond and orchard. We welcomed our first cohort of reception pupils in September 2025. Each year we will welcome a new cohort of reception pupils until we reach full capacity. We will grow to be a two-form entry school with a capacity of 420 pupils.

We also have a dedicated resource provision for special educational needs for up to 8 pupils.

HEART represents the five core school values.

Honesty, **E**mpathy, **A**chievement, **R**espect, **T**eamwork.

Honesty: Promoting truthfulness and integrity in all interactions.

Empathy: Fostering understanding and compassion for others.

Achievement: Encouraging and celebrating academic and personal successes.

Respect: Cultivating a culture of mutual respect and appreciation for everyone.

Teamwork: Valuing collaboration and cooperation to achieve common goals.

These values collectively create a nurturing and positive school environment where everyone can thrive with HEART.

Engage Enrich Excel Academies Trust



Hounsome Fields Primary School is proud to be part of the Engage Enrich Excel Academies (EEEE) Trust, a Multi Academy Trust founded on effective school improvement and collaboration. Established in December 2014, the Trust currently comprises eight schools within the areas of Surrey and Hampshire.

At EEEA, our schools are dedicated to fostering a happy, welcoming, stimulating and secure environment for all children under our care, empowering them to strive for excellence and reach their full potential. Anchored in the belief that 'Every Child Matters', our community of pupils, staff, parents and governors collectively work to ensure this ethos permeates daily life for every child.

Engage Enrich Excel Academy Schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) to safeguard our pupils



Caretaker

September 2026 start

Permanent, Part-time Position (15 Hours), All year round

Main Scale PS5.1 – PS5.5 £27,634 to £29,604 FTE (actual salary range £11,514 to £12,335, Pay Award Pending)

We are seeking a reliable, proactive and enthusiastic Caretaker to join our school team. This is a part-time position working 15 hours per week, with the exact working pattern to be discussed at interview. Availability to open the school from 7:00am is essential. There will be opportunities for additional overtime hours to support school lettings and events, and occasional weekend working may be required to meet operational needs.

The successful candidate will play a key role in ensuring our school remains a safe, secure and welcoming environment for pupils, staff and visitors. The postholder will be expected to work flexibly to meet the changing needs of the school, balancing planned maintenance and routine duties with day-to-day requirements and responding effectively to emergencies when they arise.

We Can Offer

- A brand-new school building, completed in 2025, with modern facilities and infrastructure.
- A supportive and welcoming team environment.
- Flexible working arrangements.
- A paid annual Wellbeing Day as part of our commitment to supporting staff health and wellbeing.
- Opportunities for continuing professional development.
- Career development opportunities to work, innovate and network across schools within the academy trust.

The Right Candidate

You will be dependable, hardworking and committed to maintaining high standards across the school site. You will take pride in your work, be responsive to the needs of the school community and demonstrate a positive, can-do attitude.

We reserve the right to invite candidates for interviews prior to the closing date, so we encourage you to submit your application as soon as possible. Visits to the school are encouraged.



Job Description

Caretaker

Job Title: Caretaker

Reports to: Office Manager

Start date: September 2026

Salary: PS5.1 - PS5.5 FTE £27,634 - £29,604, PRO RATA £11,514 - £12,335 (Pay award pending)

Disclosure level: Enhanced

JOB PURPOSE

The caretaker plays a vital role in ensuring the school provides a safe, secure and welcoming environment for pupils, staff and visitors. The postholder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses.

The role includes responsibility for the security, safety and day-to-day maintenance of the school premises, together with a range of practical caretaking and handyperson duties, under the general supervision of the Office Manager.

MAIN DUTIES

- a) Act as a keyholder and be responsible for the security of the school premises, assisting the Office Manager in ensuring appropriate cover arrangements during periods of absence.
- b) Open and close the school premises as required, including outside of normal school hours and for setting security alarm systems as required.
- c) Responding to security alarm or other call outs in accordance with agreed procedures.
- d) To carry out regular checks on alarm systems and fire extinguishers and report on any problems arising.
- e) To carry out a daily inspection of the school buildings and grounds, identifying and reporting health and safety hazards, maintenance issues and defects to the Office Manager
- f) Undertake authorised remedial works where appropriate and assist with obtaining quotations, coordinating contractors and arranging emergency repairs.
- g) To carry out the daily, weekly and termly checks of the premises and keep accurate records of their completion and any remedial works undertaken.

- h) To undertake a reasonable range of handyperson duties as required by the Office Manager to contribute to the day-to-day maintenance of the school premises and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fixings and small-scale improvements, e.g. fitting shelves or noticeboards.
- i) Escort contractors and service providers on site as required, ensuring safe working practices are followed and that work is completed to an appropriate standard within the school environment
- j) To take delivery of stores, goods and equipment, arrange storage or distribution as required and maintain all relevant documentation with appropriate authorising signatures.
- k) Support the effective operation and monitoring of the school's building management systems (BMS) and sustainable building features, including ventilation systems, Passive House technologies, solar panels and associated equipment, escalating issues where necessary.
- l) To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
- m) To be responsible for the general tidiness and safety of the outside areas, e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- n) To undertake cleaning duties as required and ensure adequate stocks of cleaning and maintenance materials are maintained and stored safely and used in accordance with COSHH regulations.
- o) Ensure toilet facilities are maintained in good working order, reporting and addressing defects where appropriate and regularly replenish consumable supplies including toilet rolls, hand soap, paper towels and other hygiene products.
- p) To set out/put away furniture for school events and undertake general portering as required by the Office Manager.
- q) To make appropriate arrangements for the collection of school waste.
- r) Support the operation of school lettings, community use and academy events, including opening and securing the premises, setting up facilities and ensuring areas are left clean, safe and secure following use.

Whilst every effort has been made to outline the main duties and responsibilities of the post, this list is not intended to be exhaustive. The postholder will be expected to undertake any other duties commensurate with the grade and nature of the role that may reasonably be required by the Office Manager, Headteacher or Trust.

PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT Application Form / Interview / Presentation / References etc
EDUCATION & QUALIFICATIONS	• Experience of premises, caretaking, facilities or building maintenance work. • Ability to use a range of power tools and cleaning apparatus related to the role;	• Experience of working in a school (or similar environment) in a caretaker, site or premises role for at least 1 year; • Good numeracy and literacy skills; • GCSE Maths & English; • Experience of working with contractors and other relevant persons on site;	Application Form / Interview/References/Tasks
WORK RELATED EXPERIENCE, KNOWLEDGE AND ASSOCIATED VOCATIONAL TRAINING	• Knowledge of Health & Safety in the workplace and the ability to identify hazards and other deficiencies; • Knowledge of working and safety practices of on-site contractors and other relevant persons.	• Ability to effectively supervise, develop and support other colleagues within their team; • Knowledge of heating plant, light, alarm and fire safety systems and equipment.	Application Form / Interview/References/Tasks

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT Application Form / Interview / Presentation / References etc
PERSONAL AND PROFESSIONAL QUALITIES	• Ability to establish good working relationships with work colleagues - positive, professional and keen to be part of a successful team; • Hardworking with a commitment to keeping the school site safe, secure and well maintained; • Ability to lift and move furniture and equipment and the physical ability to carry out various repair and maintenance activities; • Reliable, trustworthy, hardworking and friendly with the ability to use their initiative and work independently; • Enthusiastic, flexible, resilient, a 'can do' approach together with a great sense of humour; • A positive role model to staff and pupils; • Willingness to undertake further training; • Willingness to contribute to the wider school and help with school events.	• Adaptable and quick to learn and not afraid to face new challenges; • Good time management skills with the ability to effectively prioritise and implement the workload.	Application Form / Interview/References/Tasks



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