

YSGOL BRO TEIFI

INFORMATION PACK



CARETAKER

30 HOURS A WEEK -PERMANENT

SALARY – £25,185 (£20,420 PRO RATA)

START DATE - 1ST OF JULY 2026



JOB ADVERT

Thank you for expressing interest in working in our school,

We are looking to appoint a hardworking and conscientious **CARETAKER** to join our Maintenance Team on a permanent contract of 30 hours per week. The purpose of the role is to ensure that the school is a safe and welcoming place and an appropriate environment for our children, staff, and visitors. This role will involve a variety of responsibilities relating to the school building, including health and safety matters and the maintenance of the entire site both inside and outside.

Although individuals with experience in the field are welcomed, full training will be provided to the successful candidate.

The successful applicant will:

- **Be practical and able to operate systems and procedures**
- **Take pride in and suggest improvements to the school environment**
- **Show initiative in ensuring the site is safe and orderly**
- **Be able to follow and create appropriate risk assessments**
- **Contribute to maintenance projects and schedules**
- **Be good at basic repair skills**
- **Communicate effectively with all school staff and external contractors**
- **Have a steady hand in ensuring the safety and security of the site**

By working in our school, you will be based in a modern building with the latest equipment. To support staff wellbeing, the school also provides free access to the school fitness room from 7:30am to 9:00pm for staff members. If you would like further information about the role or would like to arrange a visit to the site, you are welcome to contact me for a chat at any time by phoning the school on 01559 362503 or by emailing EvansG304@broteifi.ceredigion.sch.uk.

Thank you very much, and I look forward to hearing from you soon hopefully,

G Evans



Gareth Evans,

Headteacher, Ysgol Bro Teifi

YSGOL BRO TEIFI

Ysgol Bro Teifi is a naturally Welsh, all-through school for pupils aged 3–19, located just outside the town of Llandysul in south-east Ceredigion. We serve a beautiful rural and community-focused area, approximately 45 minutes from the end of the M4, about 30 minutes from Carmarthen, and around 50 minutes from Aberystwyth.



Welsh is central to our identity, with nearly 64% of our learners using the language at home. We are very proud of the school's key role in maintaining and developing the language within our community.



Our school opened in September 2016 following an investment of approximately £30 million by Ceredigion County Council and the Welsh Government. As the first purpose-built all-age Welsh-medium school in Wales, we offer a seamless educational continuum that enables our pupils to develop confidently from the early years through to the sixth form. According to recent evaluations by Estyn, we have succeeded in creating a supportive learning community that places a strong emphasis on the wellbeing, progress, and development of each individual.

We are fortunate to have modern, state-of-the-art facilities that support teaching and innovation across all key stages. Since opening, our school has grown steadily, and there are currently around 850 pupils on roll, including approximately 85 in the sixth form. The close relationship between staff, pupils, and the community is the foundation of our success, creating a warm, inclusive, and supportive atmosphere for everyone.

For those considering joining us as a member of staff, we offer a unique opportunity to work in a forward-thinking school where the Welsh language and Welsh culture are at the heart of every aspect of school life. We take pride in our collaborative culture and are committed to supporting the professional development of our staff, ensuring that everyone has the opportunity to thrive and make a real difference to the lives of our pupils and our community.

Learn more about our school by visiting our website

www.ysgolbroteifi.cymru

APPLYING

Applications are made through Ceredigion County Council's Careers Website
[Careers Website](#)



SAFEGUARDING STATEMENT

Safeguarding and child protection are key priorities for us. Our aim is to support children, young people, and those who are at risk to ensure they are as safe as they possibly can be. We recognise that children, young people, and those at risk have the right to be protected, and we will take steps to safeguard their wellbeing. All staff members and volunteers are expected to share this commitment, and an Enhanced Disclosure and Barring Service (DBS) check (formerly CRB) will be required.

JOB DESCRIPTION

JOB TITLE	Caretaker
LOCATION	Ysgol Bro Teifi
WORK HOURS	30 hours per week (7.30-14.30 Mon - Thur, 7.00-14.00 , Friday-including daily lunch hour). Occasional weekend work with time recouped as time off in lieu (TOIL).
CONTRACT TYPE	Permanent
SALARY	Grade4 £25,185 (£20,420 pro rata)
LINE MANAGER	Business Manager

MAIN DUTIES AND RESPONSIBILITIES

To ensure that the school is a safe and welcoming place and an appropriate environment for our children, staff, and visitors. This role will involve a variety of responsibilities relating to the school building, including health and safety matters and the maintenance of the entire site both inside and outside.

- As the main key holder for the school, unlock the school daily, including all external doors, and disarm alarms.
- Check the school's fire safety systems daily, including fire extinguishers and fire doors. Carry out checks of the alarms and fire control system (sprinklers) every Friday morning.
- Undertake simple maintenance work around the school in a timely manner (e.g. painting walls, repairing furniture, basic carpentry and plumbing work) within the scope of an unskilled handyman role. In addition, carry out minor improvements to the school, such as installing shelves or noticeboards.
- Report higher-level repair and maintenance issues to the Business Manager promptly.

- To act as a key holder for the school, opening and closing the school in emergencies or for any other reason outside normal school hours.
- Keep the campus clear of litter, leaves, etc., and grit pathways when icy.
- Monitor and respond to any issues with toilets and drainage.
- Carry out caretaker duties, including moving boxes and furniture, setting up hall seating, installing stages, etc.
- Carry out routine procedures and equipment inspections, including keeping records relating to heating systems, ventilation, lighting, fire systems, and security systems.
- Sanitise drinking water dispensers around the campus daily.
- Support the maintenance of the school grounds, including grass cutting and hedge trimming.
- Monitor site safety, including the organisation of the car park and the condition of perimeter fencing.
- Escort contractors on site and guide them to areas requiring repair/maintenance, while monitoring the quality of their work and reporting any deficiencies back to the Business Manager.
- Report any deficiencies in cleaning standards to the Business Manager
- Any other reasonable duties within the scope of the role as requested by the Business Manager or Headteacher.

PERSON SPECIFICATION

ASPECT	REQUIREMENT
THE ABILITY TO	<ul style="list-style-type: none"> • Operate mechanical equipment, small machinery, and/or materials. • Follow written and verbal instructions, keep basic official records, and complete simple forms. • Make minor decisions using some judgement and work independently with minimal supervision. • Carry out minor repair and maintenance work within the scope of an unskilled handyman role.

PERSON SPECIFICATION

IS ABLE TO

- Normal physical effort with periods of significant exertion, or regular effort occasionally in awkward positions.
- Working in conditions that may expose the post holder to some unpleasant elements (e.g. toilets / adverse weather conditions).

QUALIFICATIONS AND TRAINING

- A reasonable standard of education with basic practical literacy and numeracy skills.
- Willingness to undertake relevant training for the role.
- Basic awareness of Health and Safety in the workplace.

EXPERIENCE

- Experience of general maintenance work, caretaking, cleaning, or facilities work.
- Experience of working in a public building or similar environment.
- Experience of working as part of a team.

PERSONAL QUALITIES

- Reliable and punctual.
- Flexible and willing to respond to emergencies outside normal working hours if required.
- A practical, hands-on approach.
- A positive attitude and willingness to contribute to the overall success of the school.
- High standards of personal conduct, professionalism, and pride in their work.
- Ability to communicate through the medium of Welsh (desirable but not essential).

OUR CORE VALUES



RESPECT



AMBITION



KINDNESS



WELSHNESS



EQUITY



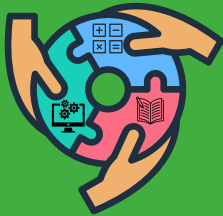
RESILIENCE



OUR MAIN DEVELOPMENT PRIORITIES

2025 -2026

Continue to develop high and consistent levels of teaching and assessment in order to ensure progress and high standards for all learners.



Continue to develop an inclusive and coherent curriculum that supports the development and progression in literacy, numeracy and digital competence skills of our learners.

Strengthen pupil attendance by continuing to engage with learners, parents and carers.



Foster a culture of strong relationships, positive behaviour and a sense of belonging that promotes the wellbeing and motivation of all our pupils.

Further strengthen our self-evaluation procedures in order to evaluate the impact of the provision on standards and progress.

