
	<p>Belvidere School Belvidere Lane Shrewsbury Shropshire SY2 5RJ</p> <p>Telephone 01743 235073</p>	
---	---	---

Job Title: Caretaker (level 2)
Weekly Hours: 30 hours (Tuesday to Friday 7am to 3pm)
Contract Type: Permanent WPY: 52.14
Salary Grade and SCP: Grade 5 (SCP 6-7)
Hourly rate: £13.05 - £13.26 (pay award pending)
Workplace: Belvidere School, Belvidere Lane, Shrewsbury, SY2 5RJ
START DATE: As soon as possible

TrustEd Schools is a Shropshire multi-academy trust, comprising a family of local schools, including 5 secondary and 4 primary schools. We are a dynamic and forward-thinking trust committed to fostering a positive, supportive, and aspirational environment for our students to thrive.

Main outline of the job

We are seeking to appoint a proactive and reliable Caretaker to ensure the security, safety, and maintenance of the school premises, supporting a positive environment for pupils, staff, and visitors. The role will contribute to the smooth running and ethos of Belvidere School.

Key Responsibilities

- Lock and unlock school buildings and gates
- Carry out regular security and fire safety checks
- Complete minor repairs and general maintenance
- Support cleaning staff and liaise with contractors
- Maintain accurate records and ensure compliance with health, safety, safeguarding and data protection policies
- Occasionally assist with driving duties and lettings administration
- Play a key role in supporting our school's ethos and community

We are looking for someone with practical maintenance skills and a keen eye for detail. A team player with excellent organisational skills. You will be a responsible key holder and have previous experience in painting, caretaking, or trade skills and will require knowledge of Health & Safety Regulations. An element of out of hours work, including evenings and weekends, will be necessary as part of the role.

Further duties and responsibilities can be found on the Job Description.

Application process

If you have the drive, commitment, and values to complement our team, we encourage you to apply. Full details of the role and application process are available on the school website at [Belvidere School - Vacancies](#) **Please note CVs will not be accepted.**

- The **closing date for all applications is 9am on Wednesday 24th September 2025**. Early applications are encouraged as we may begin interviews before the closing date.
- **Interview date to be confirmed**. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to recruitment@belvidereschool.co.uk by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An online search will be undertaken as part of due diligence checks during the shortlisting process.
- We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.