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Caretaker (St Mary the Virgin VA Primary)

Hartfield, East Sussex, United Kingdom (On-site)

JOB INFO

Job Identification	1496
Posting Date	19/09/2025, 10:36
Apply Before	12/12/2025, 12:00
Locations	<div><div></div> St Mary The Virgin CE Primary School, Hartfield, TN7 4AA, GB</div> <div>(On-site)</div>
Working Hours	12.5 hours per week
Salary	£25,185 to £25,583 per annum, pro rata
Salary From	25,185
Salary To	25,583
Working Pattern	Part Time
Contract Type	Permanent Contract
Number of Openings	1

JOB DESCRIPTION

Hours of work: 12.5 hours per week
Working pattern: Part-time
(As the position is part-time/term-time only, the above salary will be pro rata)

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Closing date: 12:00pm Monday 06 October 2025

For more information and to apply for the above post, please contact:

St Mary the Virgin VA Primary
High St, Hartfield TN7 4AA

Phone: 01892 770221

Email: office@st-maryhartfield.e-sussex.sch.uk

Website: [St. Mary the Virgin Church of England School](#)

Please note, we do not accept CVs.

We are a federation of small schools set in beautiful rural locations and are looking for a dedicated Caretaker to help keep our St Mary's site looking its best.

Requirements:

Previous caretaking experience within a school environment is desirable - although training via ESCC will be given

Previous experience of building maintenance / basic DIY and an understanding of health & safety regulations will be useful

Good interpersonal skills to protect the school's interests in dealing with contractors and other visitors to the site

Good literacy and numeracy skills

Must be willing to undergo an Enhanced Disclosure & Barring Service (DBS) check prior to commencing work.

We warmly welcome visits to our school, please contact the school office via phone.

Please see our school website for a Job Description and Application form.

Completed applications should be returned via email.

This post is covered by the Childcare Disqualification Regulations 2018.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the

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successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

ABOUT US

Additional Information

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to <https://www.gov.uk/dbs-check-applicant-criminal-record>.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.



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