



Caretaker

Salary:	£29,525 to £31,453 per annum
Basis:	Full time
Contract Type:	Permanent post
Contractual Hours:	40 hours per week
Annual Leave:	35 Days including 8 bank holidays
Location:	The Carr Fenton Foundation

The Carr Fenton Foundation is seeking a dedicated Caretaker to play a key role in the day to day operation of our site. This varied position offers the opportunity to make a real difference by supporting staff and students, maintaining high standards across the Foundation, and helping to ensure the security and smooth running of our facilities.

About the Role

The role of the Caretaker at The Carr Fenton Foundation covers a wide range of tasks including opening and closing of the Foundation, undertaking cleaning duties, portage and day-to-day inspection and checks. The Caretaker will work with and support the estates team under the direction of the Operations Manager.

The Caretaker will conduct tasks throughout the site and work with academic staff, support staff and students. It is crucial that the caretaker is always flexible, professional, and diplomatic. The day-to-day tasking of the Caretaker will be the responsibility of the Operations Manager, although the Caretaker must be proactive and able to work unsupervised. The Carr Fenton Foundation Caretaker's general location of work is within the confines of the Foundation. The post of the Caretaker enhances the security of the Foundation and foster's relationships with the emergency services. The Caretaker will hold a Foundation mobile phone and will be a point of contact in emergency call out during their working hours.

Responsibilities:

- Perform routine inspections of the building and grounds to identify maintenance needs.
- Carry out minor repairs, such as fixing broken windows, doors, or furniture.
- Ensure lighting, plumbing, and heating systems are working properly.
- Report major repair needs to the appropriate management.

- Replace light bulbs, locks or small fixtures as needed.
- Manage waste disposal and recycling programmes and ensure the bins around site (internal and external) are emptied daily.
- Ensure that the Foundation environment complies with health and safety regulations.
- Conduct regular safety checks, including fire alarm systems, emergency lighting and fire exits.
- Remove hazards such as spills or debris that could cause accidents.
- Implement and monitor security measures (e.g. locking doors, securing equipment).
- Open and close the facility, ensuring the buildings are secure when not in use.
- Monitor entrances and exits, ensuring that only authorised individuals access the premises.
- Conduct regular security checks.
- Maintain outdoor areas, including playgrounds, sports field, and pathways.
- Clear snow, ice, or debris from footpaths or walkways and entrances during winter months.
- Manage any outdoor furniture or equipment, ensuring it is safe and in good condition.
- Set up rooms for the Foundation events, such as exams or meetings.
- Provide access and support to external contractors visiting site.

For a full list of responsibilities and requirements please see the job description and person spec.

What We're Looking For

- Experience in performing basic repairs and general maintenance tasks.
- Knowledge of security procedures, including alarm systems, fire exits and emergency protocols.
- Good practical skills in performing maintenance tasks, including minor repairs.
- Excellent organisational skills for managing time effectively, prioritizing tasks and keeping records as required.
- Excellent teamwork skills to collaborate with colleagues and work flexibly across various departments
- Proactivity in identifying and addressing maintenance issues before they escalate.

We can offer you:

- Contributory Pension

- Great CPD opportunities
- Free onsite parking
- Free use of onsite gym
- Discounted childcare at the onsite Little Learners Day Nursery
- Westfield Health Cash Plan including Doctorline – 24/7 access to a GP, Dental, Optical and Prescription claims and much more (funded by the employer)

For a job description and application form please visit our careers page at www.thecarrfentonfoundation.org.uk/careers/

Please note that on the application form we need your full education and employment history from leaving secondary school up to current date. We do not accept CV applications.

Closing date for applications: 4th November 2026

The Carr Fenton Foundation, Leger Way, Doncaster, DN2 6AY,

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

We are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the workplace.