



Durham Cathedral Schools Foundation

RESIDENT CARETAKER & MAINTENANCE OPERATIVE

Department: Estates

Line Manager: Estates Manager

Salary: Dependent on experience

Location: Durham (On-site accommodation provided)

Hours of Work:

This is a full-time residential position.

The normal working pattern will be agreed with the successful candidate but will generally be based around the operational needs of the Foundation, working five days out of seven, including regular evening and weekend working.

As the Resident Caretaker / Maintenance Operative, the role requires flexibility and includes securing the School buildings at the end of the day, providing an out-of-hours presence on site and responding, where appropriate, to security or maintenance issues outside normal working hours.

Residential accommodation is provided to support these responsibilities.

About Us

Durham Cathedral Schools Foundation is an independent co-educational day and boarding school, committed to delivering high-quality education and strong pastoral care.

We have a strong reputation for academic excellence and outstanding pastoral care and offer a welcoming and supportive working environment where every member of staff makes a valuable contribution to the life of the School.

Our Estates Team plays a vital role in ensuring our buildings and grounds provide a safe, secure and welcoming environment for pupils, staff and visitors.

The Role

We are seeking a reliable, practical and proactive Resident Caretaker / Maintenance Operative to join our Estates Team.

This is a varied and hands-on role responsible for helping to maintain the Foundation's buildings and grounds to a high standard. The successful candidate will undertake a range of caretaking, maintenance and operational duties, ensuring the School remains safe, secure and well presented.

Alongside the day-to-day maintenance responsibilities, the successful candidate will provide an important out-of-hours presence on site, contributing to the security of the Foundation and responding appropriately to issues as they arise.

The role would suit someone with previous caretaking or building maintenance experience who enjoys solving practical problems, takes pride in maintaining high standards and is keen to become an integral part of the School community. There will also be opportunities to provide occasional operational support for the Foundation's School Transport service.

We are looking to appoint as soon as possible.

Key Responsibilities

Building Maintenance

- Carry out routine building maintenance and minor repairs.
- Undertake basic plumbing repairs, including replacing taps, repairing leaks, replacing washers and unblocking sinks and drains.

- Carry out basic mechanical repairs and maintenance where appropriate.
- Replace light fittings, adjust doors, repair fixtures and fittings and undertake general DIY tasks.
- Assemble and repair furniture where required.
- Identify defects and report larger maintenance issues promptly to the Estates Manager.
- Assist contractors whilst on site where required.

Site Maintenance

- Ensure the School site remains clean, tidy and well presented.
- Carry out routine inspections of buildings and external areas.
- Assist with seasonal maintenance and general upkeep of the site.
- Support with waste management and recycling.
- Receive and distribute deliveries, parcels and post.

Operational Support

- Set up rooms for examinations, assemblies, performances, lettings and School events.
- Move furniture, staging, sports equipment and other items safely as required.
- Support sporting fixtures, performances and other School activities.
- Work closely with colleagues across the Foundation to support the day-to-day operation of the School.
- Provide cover for the School Transport service when required, transporting pupils safely to and from School or to School activities, subject to holding the appropriate driving entitlement.

Security

- Open and secure School buildings as required.
- Carry out evening locking-up procedures and routine security inspections.
- Provide an out-of-hours presence on site through the residential accommodation provided.
- Be vigilant to suspicious activity or unauthorised access and take appropriate action in accordance with Foundation procedures.
- Act as the initial point of contact for out-of-hours site issues, escalating to the Estates Manager or emergency services where appropriate.
- Respond to security alarms or emergency situations where safe and appropriate to do so.

Health & Safety

- Carry out routine health and safety inspections.
- Report hazards promptly and take appropriate remedial action where safe to do so.
- Ensure work is undertaken in accordance with health and safety legislation and Foundation policies.

General

- Work in accordance with Foundation policies and procedures.
- Support the wider Estates Team as required.
- Undertake any other duties commensurate with the post.

Person Specification

Essential

The successful candidate will:

- Have previous practical maintenance experience.
- Have basic plumbing knowledge and be confident undertaking minor plumbing repairs.
- Have basic mechanical knowledge and practical DIY skills.
- Be able to carry out minor building maintenance safely and effectively.
- Be practical, self-motivated and capable of working with minimal supervision.
- Be organised and able to prioritise work effectively.
- Demonstrate good communication and customer service skills.
- Be able to work independently and as part of a team.
- Have a proactive, flexible and positive approach.
- Take pride in maintaining high standards.
- Hold a full UK driving licence.
- Be willing to reside in the accommodation provided as part of the role.
- Be willing to become an active and trusted member of the School community through the

residential nature of the role.

Desirable

- Previous caretaking or facilities management experience.
- Experience of working within a school or similar environment.
- Basic knowledge of health and safety legislation.
- Experience of working with contractors.
- D1 driving entitlement and experience of driving minibuses.
- Relevant maintenance or trade qualifications.

Safeguarding

Durham Cathedral Schools Foundation is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an Enhanced DBS check, together with all other appropriate pre-employment checks.

Application Process

Please submit a completed application form to hr@dcsf.org.uk.

The closing date for applications is Friday 17 July 2026.

Applications will be reviewed on receipt and we reserve the right to interview and appoint before the closing date. Early applications are therefore encouraged.