



# Assistant Caretaker

**37 hours per week, flexible to ensure cover during opening hours with some additional hours**

**52 weeks a year**

**Salary H5, £27,254 - £29,540 + Fringe £729**

**Start date: September 2026**

We are looking to appoint an enthusiastic and skilled individual with a “can do” approach, to join our small, but dynamic site team in maintaining the premises and grounds of the school. The role will contribute to the smooth running of the school estate, including compliance with relevant health and safety legislation, maintenance duties and the supervision and monitoring of lettings throughout the school year.

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is

no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up.

Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

*The school is committed to safeguarding and promoting the welfare of young people and expects staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.*

**Closing date for applications:**

**9.00am, Monday 22<sup>nd</sup> June 2026**

**Please submit:**

- **A letter of application, no more than two sides of A4, outlining how you meet the person specification**
- **A completed application form (available on the school website)**

*Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/ or with protected characteristics, to apply.*

**You can post your application to the school, or send by email to:**

**[recruitment@presdales.herts.sch.uk](mailto:recruitment@presdales.herts.sch.uk)**

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





# Job Description / Person Specification

## Assistant Caretaker

Role	Assistant Caretaker
Accountable to	Finance Manager
Place of work	Presdales School, Hoe Lane, Ware, SG12 9NX

The needs of the school will require a flexible approach to shift work, including some evening and weekend work.

### Main purpose of the job

- Security of the school's buildings and grounds, locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches

### Main areas of responsibility

- Security of the school's buildings and grounds, locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches
- To be one of the main key holders
- To provide cover for alarm call outs if required and to assist the grounds security service.
- To provide access to the site out of school hours as required
- To supervise on-site traffic during periods of high traffic flow including events at the school and lettings.
- To assist with the operation and maintenance of mechanical, electrical and heating services, lighting and other plant
- To assist with reactive and planned maintenance to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of the school
- To report the need for any repair and maintenance work to the Finance Manager so that it can be logged and monitored on the IAM Compliant Estates Management system.
- To record all work performed and actions taken on the IAM Compliant Estates Management system including all reports provided by contractors and follow up actions required.
- To assist with the facilitation of capital projects
- To undertake daily and periodic cleaning of the school buildings and grounds and ad hoc duties including graffiti removal, litter picking, emergency cleaning duties following spillages for example and other seasonal duties such as gritting paths
- To ensure that outdoor areas, such as footpaths, courts, circulation areas and fences are clean, well maintained and free from rubbish and leaves
- General portorage duties including movement of furniture and equipment in the school and removal of rubbish

### Health and Safety

- To be aware of and adhere to statutory school regulations, legislation and procedures, national legislation including Health and Safety, COSHH, Data Protection, Child Protection and Safeguarding.
- To assist with the management of Legionella prevention and Asbestos

### Out of hours school use

- To be on duty, on a rotation basis with other site staff, during out of hours use of the school for school events and for lettings made by outside organisation and the wider community, ensuring a high level of customer satisfaction

- To liaise with and monitor lettings to ensure that the code of conduct is being followed with any issues being reported to the Finance Manager.
- Whilst on duty for out of hours use of the school, to maintain the security of buildings during periods of lettings and ensure that appropriate heating arrangements are made to meet lettings demands
- To assist with site preparation for special events including concerts, open evenings, parents' evenings, community lettings and examinations

### **Other responsibilities**

- To be responsible for your own continuing self-development, undertaking training as appropriate and reporting any training requirements to the Finance Manager.
- To undertake other duties appropriate to the grading of the post as required

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies

*Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.*

**[recruitment@presdales.herts.sch.uk](mailto:recruitment@presdales.herts.sch.uk)**