



Highworth
Grammar School



Job Application Pack

Caretaker

June 2026

Maidstone Road, Ashford, Kent, TN24 8UD

Our School Motto



Our school motto is: *Ad Caelestia Sequere... Reach for the stars*
and so, Highworth aims to develop students who are:



Reflective, creative
& innovative

Eager for life-long learning

Aiming to achieve their
full potential

Considerate,
confident, independent individuals

Happy in a caring,
respectful community

Our motto of 'Reach for the Stars' embodies the daily working life of the whole school community; students are encouraged to see learning as a lifelong activity. A key feature of our motto is happiness which is achieved through excellent student behaviour in lessons; clear policies and guidance; strong leadership; and enthusiastic community spirit. It is important that both staff and students feel confident, happy and valued.



Welcome

Highworth Grammar School combines a tradition of academic excellence with extensive pastoral support. The school has been educating students from the Ashford community for over a century and we are now a thriving school with over 1500 students and 140 staff. Students at Highworth love learning and are highly motivated. We care about our students and they care about each other which creates a happy and supportive learning environment.

Students at Highworth are given rewards for creativity, eagerness for learning, achievement, independence, and team work. We value the development of a full range of skills to offer students the best preparation for future challenges. Working here allows staff to share this balanced approach to education; embrace new ideas; and sustain a sense of enjoyment in their own learning.

Whilst the school is academic, we recognise and fully support the creative aspects of the curriculum and are proud of the many opportunities provided for achievement in music, D&T, and the arts. We believe this is crucial in our ethos in encouraging our students to be independent, creative and highly motivated lifelong learners.

Our A Level and GCSE results and performance measure page can be accessed using this link:

<https://www.find-school-performance-data.service.gov.uk/school/136379/highworth-grammar-school>

If you feel your outlook matches ours and you want to be part of a thriving school community, we would love to hear from you.

Duncan Beer
Headteacher

Features of the School



- Broad and balanced curriculum fully supporting a range of subjects
- Caring, supportive and committed staff
- Commitment to professional development
- High academic standards with a large proportion of outstanding lessons
- Vertical tutoring
- Regular Learning Community events
- Student representation on Governing Body
- Strong ethos of peer support and student leadership
- Large and vibrant Sixth Form
- Cloud storage and software provided by Google
- Laptop for every teacher
- 44 mobile laptop trolleys
- Purpose built sports hall
- 3 Performing Arts studios
- Music Technology suite and recording studio
- D&T suites with latest technology
- Research into use of new technologies/pedagogy
- Cover supervisors to minimise staff cover
- 10 day timetable with five one hour lessons per day. Current maximum teaching time for full time teachers is 45 out of 50 teaching periods



Students

The school has a wide catchment area, taking students from over 40 primary schools, many of which are situated in small villages within the Kent countryside.

Entry at age 11 is by the Kent Education Committee Selection Procedure, which aims to identify the top 25% of the ability range.

Students also transfer to our school at 16+ from other schools. There are minimum entry requirements to join the school at Sixth Form.

Staff

We are fully committed to the professional development of all our staff.

All new teachers and ECTs follow a well informed and structured induction programme.

All staff are encouraged to pursue personal goals and the school fully embraces interest in pastoral and pedagogical innovation.

Every member of staff takes part in the annual performance development scheme which also embodies our motto of 'Reach for the Stars'.

Job Description



Job Title:	Caretaker
Employed for:	Full time – 37 hours per week, all year round
Hours of Work:	Monday to Friday on a 3 week shift pattern; 7.00am to 2.30pm (2 shifts) and 12.00pm – 7.30pm (1 Shift). Some flexibility in working hours and overtime will be required.
Responsible To:	Facilities Manager
Purpose:	To be responsible for security, caretaking and general maintenance of the school premises/site

Accountabilities	Indicative tasks/actions
Responsible for opening and closing the premises and setting alarms. Ensure general security at all times and deal with any issues that arise.	<p>Meet and attend to contractors visiting or working on the school site, reporting matters of concern and/or dealing with them.</p> <p>Liaise with Facilities Manager for weekly job sheets</p> <p>Act as first school response for security issues, assess the situation and make decisions on required support (e.g. police, contractors etc.). Possibly being called out during unsociable hours or at weekends.</p> <p>Act as a designated key holder providing out of hours and emergency access to the school site.</p> <p>Provide access to the premises for the staff within approved times.</p> <p>With regard to lettings, to carry out security duties and associated cleaning.</p> <p>Manage car parking at times of high traffic flow.</p>
Undertake general repairs and maintenance around the site to ensure a safe working environment is maintained	<p>Undertake cleaning duties to ensure the tidiness of paths, drives and other hard surfaces within the school grounds.</p> <p>Clear paths, access points and entrances of snow and ice to ensure safe passage.</p> <p>Clean lamp shades, light diffusers and air conditioning unit filters, resetting clocks, taking account of instructions given on working at heights.</p> <p>To make initial assessment and undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings onsite.</p> <p>Oversee the efficient working of heating plant and lighting.</p> <p>Report any defects in buildings, furniture, fittings and plant as required.</p> <p>Maintain tools and equipment to ensure they are kept in good working order.</p> <p>Emergency cleaning in critical areas (e.g. toilets) as directed where a health risk is deemed to exist.</p> <p>Minor project work such as the redecoration of areas on site.</p> <p>Read meters.</p>

	Under the direction of the Facilities Manager oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
Work scheduling	To undertake scheduled tasks efficiently and in a timely manner, seeking advice as necessary. To proactively seek additional tasks following completion of an existing job. Support team efficiency by working independently.
Maintain stock control and records of use of consumables.	Replenish soap, towels, and toilet paper to all lavatories on the site. Monitor supplies and process order requests via the Facilities Manager.
To provide a portering service within school	Assist with receiving goods and supplies and distribute as required. Provide a portering service on the site as necessary. This may include transporting money to the bank.
Ensure health and safety issues are adhered to in the school and any deficiencies reported to the Facilities Manager	Being proactive in monitoring and reporting as necessary on matters affecting the health and safety of persons on the school site in line with the school's health and safety policy. Regular inspection of site to include: Carry out water management routine testing and maintain records. Carry out on-site security inspection and maintain records. Carry out weekly fire alarm tests and maintain records. Carry out weekly inspection of the minibus and maintain records. Note and report as necessary on matters affecting the health and safety of persons on the school site in line with the school's health and safety policy. Ensure working area is left clean and tidy.

Performance Development:

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

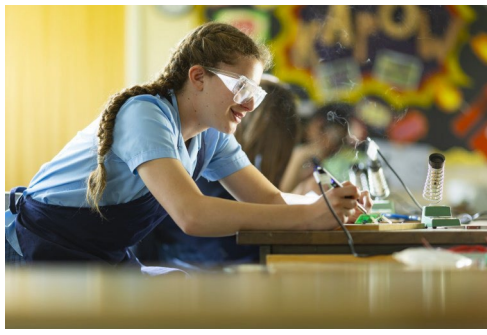
Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The post holder will be required to promote the health, safety and wellbeing of self and others, and also to safeguard student and staff welfare, and follow school policies and the staff code of conduct.

Person Specification



	ESSENTIAL
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE (or equivalent) Grade 1-9 to include English and Maths and proficient technical and practical skills. • Clean driving licence.
EXPERIENCE	<ul style="list-style-type: none"> • Previous relevant experience in facilities management and portorage. • Working in a trade such as electrical, plumbing, carpentry (desirable).
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance • Knowledge of client groups, work groups and the working environment • Ability to organise and prioritise own workload and that of others when required • Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant • Ability to maintain accurate and timely records as required by the role • Ability to solve basic problems and to identify those that should be referred to a supervisor • Ability to understand information and liaise with others accordingly • Has written and numeric skills in order to complete more detailed records and reports • Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate • Ability to listen, observe and contribute to discussions as required for the role e.g. client care, work plans, etc. • Ability to communicate using information technology as required for the role
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of minor maintenance and repair. • Knowledge of how own job fits into the activity and role of the area/site • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling; working at heights; - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities • Able to recognise and to deal with emergency situations • Will need to undertake training to keep knowledge up to date • Knowledge of and commitment to policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality



How to Apply



Applications are made online via our vacancy portal.

We do not accept CVs.

Deadline for applications: Thursday 2nd July 2026 at 8am

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Highworth Grammar School reserves the right to withdraw the position if an early appointment is made.

Highworth Grammar School is committed to:

Safeguarding and promoting the welfare of young people

This post will require an enhanced disclosure from the Disclosure & Barring Service (DBS).

Creating a diverse workforce

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Safer Recruitment:

In line with 'Keeping Children Safe in Education' recommendations, all candidates invited for interview will be required to complete a self-disclosure form and will be subject to an online search check.

