



Caretaker

APPLICATION PACK

Neston High School
Raby Park Road
Neston
Cheshire
CH64 9NH

Headteacher: Ms K Cunningham

www.nestonhigh.com



Welcome from the Headteacher

Welcome to Neston High School, a high-achieving 11–18 school set in the beautiful surroundings of Cheshire. We are proud to be a popular and successful school, known for our academic excellence, strong pastoral care and the wide range of opportunities we provide for our students.

At Neston High, we are equally proud of our staff. We are a friendly, welcoming and supportive place to work, where all colleagues are valued and encouraged to contribute to our shared success. We foster a culture of respect, collaboration and continuous improvement, ensuring that staff feel both supported and challenged in their roles.

Our school community is built on strong relationships and high expectations. Students thrive here because of the dedication and professionalism of our staff, and we are committed to providing an environment where both students and colleagues can flourish.

We look forward to receiving your application and, hopefully, welcoming you to our team.

Ms Kirsty Cunningham
Headteacher



About Neston High School

- High-achieving 11–18 mixed comprehensive school
- Approximately 1710 students, including a thriving Sixth Form
- Strong reputation for academic success and pastoral care
- Values-led culture: **Aspiration, Community and Respect**

Why Work at Neston High School?

- A friendly and supportive working environment
- A strong sense of community and teamwork
- Opportunities for training and development
- A well-maintained and well-resourced school site
- Local Government Pension Scheme
- Flexible working opportunities (including potential job share)

Salary and Benefits

- £24,620 – £25,380 (pay award pending)
- Overtime opportunities
- Local Government Pension Scheme
- Training provided (e.g. PAT testing, first aid where required)

Working Pattern

- **Full Time, Permanent** (*part-week/job share considered*)
- **Early shift:** 06:00 – 14:00 (13:30 finish Friday)
- **Late shift:** 14:00 – 22:00 (13:30–21:00 Friday)
- Weekend working on a rota basis (lettings)
- Participation in on-call rota (approximately every 3 weeks)

Flexible working: We welcome applications from candidates seeking full-time hours and would also consider part-week/job share arrangements.



About the Post

Neston High School is seeking a reliable, proactive and skilled Caretaker to join our dedicated site team. This is an excellent opportunity to play a key role in maintaining a safe, secure and welcoming environment for our students, staff and wider community.

As a Caretaker, you will contribute directly to the day-to-day running of the school, ensuring that our buildings and grounds are maintained to a high standard. This is a varied, practical role offering a strong sense of job satisfaction, where your work has a visible and valued impact across the school.

What the Role Involves

A typical day may include opening or securing the school, carrying out routine checks, responding to maintenance issues and supporting the smooth operation of the site.

Key Responsibilities

- Ensure the security of the site, including opening and closing the premises
- Carry out maintenance, minor repairs, painting and general upkeep
- Maintain the cleanliness and presentation of buildings and grounds
- Support health and safety compliance, including routine checks
- Undertake grounds maintenance and ensure safe access during adverse weather
- Maintenance of 3G Pitch
- Assist with portering, room setup and school events
- Support the upkeep and occasional driving of the school minibus
- Respond to alarm call-outs as part of a rota
- To carry out PAT testing of equipment as directed by the Line manager. Training will be provided if necessary.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head Teacher/Business Manager from time to time, up to or at a level consistent with the principal responsibilities of the job during contracted hours.



Person Specification

Essential

- Practical skills in maintenance, DIY or similar work
- Ability to use hand and power tools (or willingness to learn)
- Good organisational skills and ability to work independently
- Reliable, punctual and able to use initiative
- Strong awareness of health and safety
- Good interpersonal skills and ability to work as part of a team
- Ability to interact positively with staff and students
- A good standard of education
- Clean driving licence

Desirable

- Previous caretaking, site or facilities experience
- Experience working in a school or similar environment
- Knowledge of security systems
- Experience of grounds maintenance



Application Process

To apply, please submit:

- Completed application form
- Supporting statement outlining your suitability for the role
- Details of two professional referees

Applications should be returned to:

Mrs Leadbetter, PA to the Headteacher

Email: leadbetterh@nestonhigh.com

We encourage early applications and reserve the right to close this vacancy once sufficient applications have been received.

Neston High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past five years will be required to provide a Police Check from their country of residence. In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process. The School is an equal opportunities employer. The Safer Recruitment policy and Safeguarding policy are available on the school website Policies & Procedures - Neston High School.