

The Role

Title:	Caretaker
Contract:	Fulltime 52 Week
Hours:	37 Hours per week
Salary:	Grade 6, £28,792 - £31,022
Start Date:	ASAP
Closing Date:	Midday – Monday 13th April 2026
Interview Date:	Wednesday 22nd April 2026

An exciting opportunity has arisen for a highly motivated and enthusiastic individual to join our school as a Caretaker.

The caretaking team plays a vital role in ensuring our school is a safe, welcoming and well-maintained environment for students, staff and visitors. We are committed to providing high-quality facilities and we are looking for someone who takes pride in their work and is proactive in maintaining our site to the highest standards.

The successful candidate will have the autonomy to organise, prioritise and carry out a wide range of duties, including general maintenance, repairs, security and supporting the day-to-day running of the school. We are seeking someone who can contribute to a positive, well-managed environment that helps our students thrive.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering values-led education. Our students are vibrant, aspirational and well-behaved. We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success.

USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. USH is pleased to be an SSAT Leadership Delivery Partner. The school was delighted to be awarded SSAT accreditation for Engaging with Evidence and Research in 2026 and for Transforming in Professional Learning in 2025.

If you are motivated to make a difference to the lives of young people and have a commitment to excellence, then this could be the job for you. Please do not hesitate to contact us if you have any questions about the role or would like to come into school to see the USH family in action.

APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email or telephone 02380 325333. Full details and application forms can be downloaded from our website: http://uppershirleyhigh.org/staff_vacancies.

Please return your completed applications to recruitment@ushschool.org.

To give your application the best chance at being short-listed, where at interview you can demonstrate suitability for the role, please ensure you read the person specification and job description and give examples in your application. Should you be new to the education sector or do not have direct examples related to the person specification, do please provide examples from a similar experience.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date.

SAFEGUARDING

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.



CPD **01**

Excellent CPD opportunities to support you through all stages of your career.



06

Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.



INDUCTION



An individual induction programme for all new staff to support your transition to USH.

02



EYE TESTS



Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses.

07



NETWORK

We have strong network groups for all staff across the city and Hampshire to support all roles.

03



WELLBEING

Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.

08



FLU JABS



FREE Flu vaccinations for all staff on site.

04



FLEXIBLE TIME



All teachers are able to manage their PPA time flexibly and work off-site if they choose.

09



APPOINTMENTS

Flexible and generous approach to appointments and family events.

05



WELLBEING GROUP

A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.

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Job Description

Title: Caretaker
Hours: Full time

Job Purpose

- The post holder is responsible to the Headteacher/Business Manager/Site Manager for the security, safety, cleanliness, heating and general maintenance of the school site and environs to support the efficient and effective operation of the school.
- The post holder is required to be the school's principal first aider outside of core school hours.

Key Tasks

- To be a key holder responsible for security, including the operation of the intruder alarm, and arrange access to and within the site, responding when available to any call from emergency services, checking the site for break ins, vandalism or damage and organising any emergency repairs to secure the building.
- To prepare the school for any functions and activities, including scheduled lettings, cleaning areas and moving furniture and equipment as required.
- To carry out repair and maintenance work from the USH Premises Helpdesk under the direction of the Site Manager and Assistant Site Manager
- To be responsible for daily cleaning and periodic 'deep clean' of allocated areas, regular clearing of litter internally and externally including the perimeter of the site and the emptying of litter bins and cleaning of external hard areas, drains and gulleys as needed.
- When on duty, direct site related contractors to the site of the repair and maintenance works, verify that the contractors have attended and note the completion of the tasks for which they were hired.
- To ensure H&S guidelines are followed.
- To detect and report building and site related defects to the Business Manager or Site Manager, undertaking repairs and alterations within the post holder's level of competence and paying particular attention to current Health and Safety guidelines.
- To carry out, or in exceptional circumstances, arrange for the movement of furniture and equipment within the site. To distribute (as directed) items delivered to the site, as required.
- To check the operation of the fire alarm(s) Monthly Emergency light checks fire doors Extinguishers fire blankets as scheduled and log findings in the relevant log book report any defects immediately to the Business Manager or Site Manager.
- To be responsible for the checking and operation of lighting, heating and air conditioning equipment, replacing light bulbs and related lighting items as required and ensuring that all clocks are functioning accurately.
- To ensure that all electrical equipment, lighting and other mechanical systems are switched off and unplugged as appropriate when securing the site.
- To attend to and clear up any emergency occurring whilst on duty including spillages, floods and messes.
- To maintain and store premises staff equipment and supplies in a safe, secure and functional manner.
- To ensure the school minibuses are maintained; including a daily H&S check and routine cleaning.
- To maintain the whole site on a daily task ensuring the clearance of rubbish and weeds etc.
- To undertake necessary action as directed by the Head, Business Manager or Site Manager, in the event of an emergency or bad weather.
- The post holder is expected to support the school's aims, familiarise themselves with school policies and procedures and to reinforce these with students, staff and parents where required.
- All staff is expected to undertake regular training including first aid, health and safety, fire training and take a full part in the school's performance management cycle.

- The postholder must be prepared to complete MIDAS minibus training and provide minibus driving support as needed.
- To follow safety, communication and lone working procedures under the direction of the Site Manager and Business Manager.
- The post holder will be required to undertake such other duties as may reasonably be assigned by the Head, Business Manager or Site Manager in order to ensure the security, safety, cleanliness and general maintenance of the school site and environs to support the efficient and effective operation of the school.

Lettings:

- To be available to work evening and weekend shifts (as required) to facilitate regular weekly, monthly and adhoc lettings.
- To manage and oversee the site when lettings are in process.
- To welcome and direct the public when required.
- To ensure the security of the school buildings and assets are not compromised during lettings.

Supporting the school

- At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:
 - Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
 - Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
 - Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
 - Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other Duties:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that Trust policies and procedures are implemented and followed.
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety.

Person Specification

Skills/Ability/Experience	To do what?	Essential/Desirable
<p>Qualifications</p> <p>Hold a valid First Aid at Work Certificate</p>	<p>To be the principal First Aider outside of main school hours</p>	<p>This is an essential requirement of the job. If training has lapsed, refresher training is available.</p>
<p>Knowledge</p> <p>A broad understanding of Health and Safety Regulations</p> <p>Practical experience of Safe Working Procedures and Risk Assessments</p> <p>Broad, practical experience of building maintenance, minor repair work and decorating</p>	<p>To help maintain a safe, secure and clean premises and school environment during and out of school hours</p> <p>To ensure inspections, drills, alarm tests and risk assessments are carried out to agreed schedule</p> <p>To ensure that the school site is cleaned and maintained to a high standard</p>	<p>Essential</p> <p>With training</p> <p>Essential</p>
<p>Mental Skills</p> <p>Ability to use own judgement</p>	<p>To work on their own initiative and</p> <p>to solve routine problems/issues in the absence of the Site Manager</p>	<p>Essential</p>
<p>Interpersonal and Communication Skills</p> <p>Ability to communicate information and ideas effectively</p>	<p>To develop and maintain effective working relationships with colleagues, pupils and 'partners' of the school (Parents, PSA, Governors, Visitors)</p>	<p>Essential</p>
<p>Physical Skills</p> <p>Ability to use appropriate machinery as necessary to fulfil the duties of the post</p>	<p>To undertake cleaning, portorage duties, repair and maintenance work.</p>	<p>With training</p>

Skills/Ability/Experience	To do what?	Essential/Desirable
<p>Initiative and Independence</p> <p>Ability to organise own workload and use initiative to solve minor problems</p>	<p>In the absence of the Site Manager, to prioritise and organise their own work which is on the Premises Helpdesk. Liaise with the cleaning supervisor if any problems occur.</p>	<p>Essential</p>
<p>Physical Demands</p> <p>Reasonable level of physical fitness</p>	<p>To carry out minor repairs and upkeep (e.g. changing of light bulbs; clearing drains; removing litter) and to undertake internal redecoration as required.</p> <p>Our aim is to reduce the Premises Helpdesk</p> <p>And keep on top of the workload and teachers requests.</p> <p>To undertake cleaning duties as required</p>	<p>Essential</p>
<p>Mental Demands</p> <p>Occasional</p>		
<p>Responsibility for People</p> <p>Understanding of key safeguarding issues and procedures</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information</p>	<p>Awareness of the sensitivity of these issues now.</p> <p>Training in school procedures given</p>
<p>Responsibility for Physical Resources</p> <p>Knowledge of basic stock management principles</p>	<p>To act as a key holder and be responsible for the security of the building in the absence of the Site Manager</p> <p>To assist the Site Manager in managing supplies and stock control</p>	<p>Essential</p> <p>With training</p>

