



APPLICATION PACK

POSITION:
MAINTENANCE CARETAKER



**Churston Ferrers
Grammar School**

Learning to create a better world




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WELCOME

FROM THE STUDENT PRESIDENTS

First of all, thank you for expressing an interest in joining our school community! We're Charlotte and Lucas, your Student Presidents at Churston Ferrers Grammar School, and along with our brilliant Vice Presidents - Riddha, Ella, Ben, Jo, and Faith - our Student Presidential Team focuses on several portfolios representing our school values. We'd love to share what makes Churston a supportive and hardworking environment.

If asked what makes Churston different, we could point to our high academic attainment or our beautiful location on the edge of Torbay. But, truthfully, what makes Churston extraordinary is the people and the sense of community. Teachers here share ideas, ask questions back and encourage us to look at the world from new angles. Likewise, students are intensely curious, always on the look out for how they can give back and make the world a better place - both near and far. That energy - that curiosity - is what defines Churston.

At Churston, we take immense pride in celebrating the contribution made by students and staff to the school and wider community. Our school strikes a balance between academic excellence, which we value deeply, and individual growth and wellbeing. Our dedicated pastoral system nurtures students' wellbeing, supporting them with both in-school struggles and external challenges. Churston's inclusive approach creates a warm environment which feels like a second home to many of us, setting us apart from other schools and workplaces.

Churston's mission - learning to create a better world - is a promise that we try to live out every day. Whether that's by volunteering in the wider school community, leading sustainability projects, mentoring younger students, or simply showing kindness when it is most needed, every small action contributes to the bigger picture of who we are as a school.

Churston offers enriching opportunities beyond the classroom through sports teams, theatre productions, trips and a variety of clubs and societies. We believe these opportunities are essential for discovering our passions and challenging our comfort zone. We both have grown tremendously as individuals since first arriving at Churston, due to our involvement in extracurricular activities and the ongoing encouragement of staff.

If you're considering joining our staff here at Churston, know our values are embodied and our wonderful students are bright and kind. Churston's warm spirit thrives on supporting one another during the challenges (like exams!) but also the triumphs. If you share our commitment to supporting others wellbeing, passion for education and drive for personal growth, we cannot wait to meet you!

Best wishes,

Charlotte and Lucas

Student Presidents 2026/27



WELCOME

FROM THE HEADTEACHER



James Simpson
Headteacher



Welcome to Churston Ferrers Grammar School, and thank you for your interest in the position of Maintenance Caretaker.

Churston Ferrers is the most westerly of England's co-educational grammar schools, sitting in a beautiful location at the bottom of Torbay with easy access to stunning coast and countryside as well as excellent transport links to Plymouth, Exeter and beyond. We work in partnership with other schools in the area, as well as nationally through the Grammar School Heads Association.

Churston is a school where we all believe in the importance of a truly rounded education that combines academic excellence with outstanding personal development and pastoral care. As an academically selective school, we work with motivated and hard-working students who want to achieve: our students embody the school's expectations that they Be kind, Aim high, Work hard and Take responsibility. Our outstanding student services team and well-established culture of pastoral support mean that Churston students are able to achieve their goals in a caring, nurturing environment. The school's outcomes are outstanding and we were proud to be named Highly Commended State School of the Year by the Sunday Times in their 2026 School Guide.

The school's commitment to the development of our students' wider interests and passions is evidenced by a thriving scene of clubs, societies, sports, arts and trips. Our students leave Churston with a clear understanding of the positive impact they can have on the world around them. The passions and interests of the Churston staff are central to our development of our students' awareness of the importance of Social Justice, Sustainability and Active Citizenship.

We are committed to recruiting and retaining the very best staff to give our students the education they deserve. We have a strong reputation for employee wellbeing: the staff body is a cohesive and welcoming one and our working culture is explicitly protective of family and private time. We are also committed to staff personal and professional development, dedicating resources and support to ensure that everyone feels a strong sense of autonomy, relatedness and competence in their work.

We look forward to hearing from you.

OFSTED VIEWS

'Leaders provide a broad and ambitious curriculum. There are high expectations for what all pupils can achieve, including those with special educational needs and/or disabilities (SEND). Leaders have a clear vision for the intent of the curriculum.'

'Pupils are happy at school and enjoy strong relationships with staff. They are positive about the education they receive, both in and beyond the classroom.'



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SCHOOL VALUES

SCHOLARSHIP

Through learning, we can create a better world; academic high performance is the result of aspiration, curiosity and taking personal responsibility.

SELF DEVELOPMENT

Through seizing opportunities and being positively self-reflective, we confidently learn, grow and thrive at school and beyond.

SUSTAINABILITY

We have a responsibility to the future of our school, community and planet to care for our resources and seek solutions to the challenges we face.

SOCIAL JUSTICE

We are committed to promoting fairness, to challenging intolerance and prejudice, and to advancing equality of opportunity at school and in the wider community.

ACTIVE CITIZENSHIP

We believe that the world will become a better place through the ideas, actions, advocacy and impact of Churston students today, and in the future.

JOB ADVERT

MAINTENANCE CARETAKER

To commence as soon as possible following interviews

Full time, permanent contract 37 hours per week / 52 weeks per annum

Alternate weeks (working hours)

9am to 5pm (9am - 4:30pm Friday)

11am - 7pm (11am - 6:30pm Friday)

Scale 5 Point 22

(actual salary £25842 per annum)

School Roll 1020 (273 in Sixth Form)



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Churston Ferrers Grammar School is a high performing selective school with a long-standing reputation for exceptional pastoral care and personal development. Academic standards are high, both in terms of attainment and progress, and the school is recognised for its innovative and inclusive classroom practice.

The school is well known in the local area for its distinctive family feel, backed up by exceptionally strong pastoral care, which ensures that all students feel able to do their very best academically. This emphasis on student welfare is underpinned by a wide range of extra-curricular activities to build confidence and self-esteem.

We are seeking to appoint an enthusiastic and dedicated Maintenance Caretaker who can respond to the needs of the school on a daily basis in an effective, efficient, responsive manner using your own initiative. You will work alongside the current Maintenance Caretaker and share the responsibilities together.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check, and references will be taken for all shortlisted candidates.

Further details are available from the school website <https://churstongrammar.com> or if you would like to find out more information and visit the school, please contact Natasha Dart (Director of Finance and Operations) natasha.dart@churstongrammar.com.

Please submit your application and supporting document via the online form on the vacancy page of the school website.

Closing date: TBC.

Interviews will be advised following application.

We reserve the right to interview prior to the closing date of this advertised post and we also reserve the right to withdraw an advertised post at any time.

HOW TO APPLY

Please read the enclosed job description very carefully.

Please complete the Support Staff application form which can be accessed from our school website <https://churstongrammar.com/information/vacancies>. Please email the completed form to vacancies@churstongrammar.com.

Please ensure your supporting statement relates to the competencies outlined in the job description.

CLOSING DATE FOR APPLICATIONS: TBC.

INTERVIEW DATE: Interviews will be advised following application.

References

References will be taken for candidates shortlisted for interview prior to the interview date.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check.

Queries

If you have any queries regarding this job vacancy or would like to discuss this post in further detail, in the first instance, please contact Natasha Dart (Director of Finance and Operations) natasha.dart@churstongrammar.com.

Thank you for your interest in our school. We look forward to receiving your application.

JOB DESCRIPTION

MAINTENANCE CARETAKER

Responsible to: Director of Finance and Operations

Premises Department

The Premises Department is responsible for the delivery of effective, efficient, responsive, environmentally and safety aware services which respond to the needs of the school.

Job Purpose

The postholder will support the Finance Director in the organisation of the school facilities and be responsible for the cleanliness and general maintenance around the school.

Main Responsibilities

The promotion and maintenance of a clean, tidy safe and hygienic environment which gives a positive image of the school to students, staff, parents and visitors.

General

- Undertake emergency and planned maintenance and repairs and respond effectively.
- Maintain all equipment, tools and plant in a safe and good condition, liaising with external suppliers and services where necessary.
- Ensure that the school grounds are litter free at all times and conform to environmental regulations and provide clean, safe and attractive areas for the school community.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- To deal with any damage found as a matter of urgency.
- To assist in the portering of parcels and deliveries and the movement and arrangement of furniture and equipment.
- To regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events and dining.
- Manage refuse and recycling and at least half termly clean all bins to keep hygienic and deter pests and rodents.
- To assist in the general good order of the school buildings, fixtures and fittings as well as outdoor areas.
- Maintain all logs and appropriate records and actions in accordance with procedures.
- To meet on a regular basis with the Finance Director but be able to work with minimal supervision and to given timescales.
- To propose any ideas that may help to promote the school's reputation and the efficient running of the school.
- To work safely, consider the safety of others and work within the guidelines stated in the school's Health and Safety Policy.
- To carry out any other duties which could reasonably be considered to be within the scope of the post.

JOB DESCRIPTION (continued)

MAINTENANCE CARETAKER

Site Management and Security

- To carry out security procedures for school buildings and grounds to include locking up of the school in the evening when required.
- As a keyholder be prepared to attend out of normal working hours as and when required.
- Ensure internal security procedures are adhered to; reporting any issues to the Headteacher.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- To assist in the co-ordination and organisation of community use and lettings of the school facilities where necessary, which may necessitate weekend cover.

Cleaning

- To supervise the in-house cleaning staff and be a point of contact for the cleaning contractors and ensure high standards are maintained.
- To assist in the monitoring of supplies of cleaning materials and sundry items to ensure effective replenishment.
- To support cleaning operations as and when required i.e when cleaners are absent.
- To clear away and make safe any spillages (including vomit, bodily fluids etc), floods or blockages to sinks and toilets.

Management of School Minibus

- Ensuring that the minibuses are kept clean and presentable at all times.
- Monitor fuel levels.

Special Conditions

- Will be required to be a keyholder for emergency call-outs.
- Will be required to work late evenings for school events; either payment to be made for these hours or to commence work later the following day.
- Ensure that a mobile phone is carried at all times when on the school site.
- Attend training courses where appropriate
- Current UK driving licence required.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes.



TORQUAY - PAIGNTON - BRIXHAM - EXETER - PLYMOUTH - DEVON



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Churston Ferrers Grammar School

Greenway Road
Brixham
Devon
TQ5 0LN

Telephone: 01803 842289

vacancies@churstongrammar.com

<https://churstongrammar.com>

Headteacher

Mr James Simpson, BA(Hons), MA, FCCT

Chair of Governors

Mr Alex Foley