



Abbey Gate College

Job Description & Person Specification	
Role	Caretaker
Contract	35 hours per week on a full year basis (i.e. term time plus school closure periods). Temporary role to provide necessary additional support
Start Date	Required to start as soon as possible
Salary	£25,116 (Grade AGS 3, Grade Point 11) / Hourly rate: £13.76

Introduction from the Head:



Our wonderful Senior School and Sixth Form are enviably located in the historic Saighton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our pupils to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child's individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

Our Mission:

We are committed, within our safe and caring community, that each one of our pupils will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



SELF

Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.



SERVICE

Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.



SUSTAINABILITY

Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.

Craig Jenkinson, MA (Oxon), PGCE, MInstLM, MCCT

The Post: Caretaker

Reporting to the Head Caretaker, this post involves working 35 hours per week, on a full-year basis, requiring the successful candidate to work both during school closure periods, and during term time.

We operate a 3-shift weekly rota and the working pattern for this role is as follows:

1. 7.00am - 3.00pm
2. 10.00am - 6.00pm (flexi shift)
3. 1.30pm - 9.30pm

Shift 1 includes opening up the site in the mornings.

Shift 2 is a flexi shift - it could start a little later and end a little later if we need additional support on site for a College event in the evening, for example.

Shift 3 is needed as we hire out sports facilities to external hires, so this shift involved securing / locking up the site in the evening.

Key Tasks & Responsibilities:

- Open / lock up all buildings, ensuring the sites are completely secured and all alarms correctly set before vacating in the evening.
- Janitorial duties.
- Keep the sites clean and tidy at all times, to include litter collection, emptying bins, removing all waste etc. to the appropriate area.
- Cleaning tasks, if required.
- Responsible for forward planning of work in accordance with the requirements of the weekly / termly events schedule.
- Move and set out of staging, chairs and tables for all school events, using correct manual handling techniques.
- Delivery of packages / equipment to various departments within the College.
- Carry out daily maintenance checks of all buildings and plant / equipment (including heating and lighting) ensuring issues are reported immediately, and good records are maintained.
- Assist the Estates Manager and Head Caretaker in annually recording and updating Risk Assessments of the whole site, ensuring that the College complies with all current legislation in relation to Health & Safety and maintaining appropriate records.
- To work across both sites (Aldford and Saighton) to cover periods of absence of other caretakers, as and when required.
- Any other duties as required.

Support for the College

In addition to the day-to-day responsibilities of the role, the Head Caretaker will also be expected:

- 1) To support the College's commitment to safeguarding children and promoting their welfare in accordance with the College's policies and procedures;
- 2) To be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person;
- 3) To contribute to the overall work and ethos of the Estates Team as required;

- 4) To contribute to the overall vision, mission, and aims of Abbey Gate College;
- 5) To participate in training, meetings, and performance development activities as required;
- 6) To undertake any other duties as reasonably required.

Competencies, Skills & Experience

The successful candidate will demonstrate the following skills, experiences and qualities:

- Be caring, supportive, enthusiastic, innovative and creative, acting as a role model to colleagues and pupils;
- Have prior experience in a similar role;
- Have a full, clean driving licence;
- Have a good level of literacy and numeracy;
- Have a good knowledge of health, safety and welfare, together with an understanding of COSHH regulations;
- A first aid qualification is desirable;
- Be confident in communicating with pupils, parents / carers and colleagues throughout the Abbey Gate College community;
- Be experienced and proficient in i-Auditor, Every Compliance Management System, and competent in the use of Microsoft Word, Excel spreadsheets and emails;
- Be proactive and organised, with excellent planning, time-keeping, and organisational skills;
- Have the ability to maintain confidentiality at all times;
- Be a team player, willing to support other members of the Estates Team, whole College staff body and contractors, with the ability to work using their own initiative.
- Have the ability and willingness to adapt to and embrace change;
- Be willing to learn new skills and promote new initiatives;
- Be willing to be flexible regarding the variety of tasks arising within the College environment, and to be flexible regarding working hours, within reason, in response to the needs of the College;
- Be willing to attend evening meetings and events as required (not a frequent requirement);
- Have a commitment to CPD and training opportunities.
- Be committed to the mission, aims, ethos and standards of Abbey Gate College.

The successful candidate will have the determination and drive to get a job done and have a vision for maintaining, developing, and enhancing the buildings and site as required. We want the successful candidate to care about and be proud of the wonderful, historic, and educational facilities and operations of our College!

Salary:

The hourly rate for this position is £13,76 per hour.

The salary for 35 hours per week equates to: £25,116.

There may be the requirement to work additional hours to assist in the preparation of sites for important events, such as open days, at the College.

Workwear, equipment and personal protective equipment will be provided, and the post-holder is responsible for the maintenance and safety of these items.

Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure. **References for shortlisted candidates will be requested prior to interview;** please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Process for Applications:

- **Closing date for applications: Monday 22nd September 2025**

In order to apply for our Caretaker vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to our Head, Mr Craig Jenkinson, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.

Should you require any additional information or have any difficulties in completing / submitting your application, please also contact Sue Moran.

Please visit our website at www.abbeygatecollege.co.uk for more information about the College.