



Abbey Gate College

Caretaker
(Full-time)

Required to start as soon as possible



Introduction from the Head of Abbey Gate College Infant and Junior School:



I would like to extend a very warm welcome to Abbey Gate College Infant and Junior School, which is situated in the beautiful, rural village of Aldford near Chester, just a short distance from our Senior School in Saighton Grange.

Set in extensive grounds, the school benefits from football pitches, a netball court, a wildlife garden and pond, a nature trail and an adventure playground. Our Junior pupils occupy the original village school, which has been sympathetically refurbished to provide a wonderful learning environment.

Opened in September 2018, we have a modern building, which is home to our Foundation and Infant pupils. Spacious classrooms, with patio doors leading out onto our extensive grounds, ensure our youngest pupils have the best possible start to their education. All of our classrooms are welcoming and equipped with up-to-date technology, including Clever Touch Screens, to support learning.

The Infant and Junior School consists of seven classes from Foundation to J6. Small class sizes and specialist teachers ensure we offer our children a broad and balanced curriculum, which aims to develop the full potential of each and every pupil. Spiritual, moral, social, and physical development form an important part of the curriculum and help to prepare pupils for the challenges and experiences of later life.

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 to 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 welcome your application.

Marie Hickey
Head of Infant and Junior School

Job Description & Person Specification	
Role	Caretaker
Contract	37.5 hours per week on a full year basis (i.e. term time plus school closure periods), permanent
Working Pattern	7.30am – 4.00pm, Monday – Friday and occasional events outside of these hours)
Start Date	Required to start as soon as possible
Salary	£25,295

The Post:

The College is seeking to appoint a Caretaker to work at our Infant and Junior School in Aldford, and to assist in our Senior School in Saughton, as and when required.

Reporting to our Head Caretaker / Estates Manager, working under the daily guidance of the Head of the Infant and Junior School, this key role plays a vital part in ensuring the smooth running of the school for pupils, staff and visitors alike.

Key Tasks & Responsibilities:

- Morning opening up / lock up all buildings, ensuring the sites are completely secured, and all alarms correctly set, before vacating in the evening when required.
- Janitorial duties.
- Keep the sites clean and tidy at all times, to include, but not limited to, litter collection, emptying bins, removing all waste etc. to the appropriate area.
- Cleaning tasks, when required.
- Responsible for forward planning of work in accordance with the requirements of the weekly / termly events schedule.
- Setting up, taking down and moving of chairs and tables for all lunch times, school events, using correct manual handling techniques.
- Delivery of packages / equipment to various colleagues within the College.
- Carry out daily maintenance checks of minibuses, 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.
- Regular minibus driving.
- To be part of the lunchtime duty rota to help with the supervision of pupils.
- To work across both sites (Aldford and Saughton) to cover any periods of absence of other caretakers, also to support Infant & Junior School events held in the Senior School, as and when required.
- Occasional grounds work and any other duties as required.

Support for the College

In addition to the day-to-day responsibilities of the role, the 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;
- Prior experience in a similar role is desirable.
- 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 general computer skills, and be willing to learn College systems, as appropriate;
- 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 sites 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 salary for 37.5 hours per week, on a full-year basis, is: £25,295.

There will be, on occasions, the requirement to work additional hours to assist in the preparation of sites for important events, such as open days and school events 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: Friday 12th December 2025 at midday

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 of the Infant & Junior School, Mrs Marie Hickey, 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.