

# MAYVILLE HIGH SCHOOL

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## School Caretaker

**Start date: March 2026**

Mayville High School is seeking a reliable, flexible, and physically capable School Caretaker to provide efficient and effective caretaking support across the school site. The successful candidate will play a key role in maintaining the security, safety and appearance of the school buildings and grounds.

This is a hands-on role that requires the ability to be on your feet for extended periods and to regularly move furniture and equipment between buildings. Be willing to drive a school minibus for school runs, trips and sporting events. (MIDAS Training will be given)

Working under the direction of the Headteacher and Assistant Head (EVC, Health & Safety), the caretaker will be responsible for a wide range of duties relating to site maintenance, health and safety, and transport support.

*Listed below are the principal, but not exhaustive, responsibilities of this post.  
This job description should be read in conjunction with the School's Handbook*

### Key responsibilities:

- Open the school site promptly each day and ensure all buildings are adequately heated
- Maintain cleanliness across the site, including emptying bins and keeping buildings and grounds free from litter and debris
- Carry out regular physical tasks, including moving furniture and equipment between buildings
- Assist with the general upkeep and maintenance of the school, prioritising tasks as directed
- Undertake general maintenance work during school holidays (e.g. painting, basic plumbing and carpentry – excluding electrical, gas, and major plumbing works)
- Set up and dismantle furniture for exams, parent evenings, and school events
- Assist with fire safety procedures, including testing fire points and supporting fire drills
- Adhere to all Health & Safety requirements and report issues promptly
- Liaise with contractors working on site
- Participate in on-call duty for out-of-hours alarms

### Transport and Minibus Duties:

- Support the Transport Supervisor and Assistant Caretaker in maintaining school minibuses, including cleanliness, fuelling, and basic safety checks (tyres and oil)
- Be willing to drive a school minibus for trips, sports activities, and events – full training (including MIDAS) will be provided
- Supervise pupil pick-up and drop-off in line with safeguarding procedures

- Drive to the Hard each school morning as required
- Cover morning minibus routes when drivers are absent

### **Additional Duties:**

- Provide support at after-school and whole-school events, including open days, firework displays, summer fairs, and prize-giving events
- Maintain up-to-date training, including Health & Safety and MIDAS
- Demonstrate a strong commitment to safeguarding and child welfare, recognising concerns and taking appropriate action
- Undertake any other duties reasonably assigned by the Headteacher

### **Person Requirements:**

- Flexible approach to working hours, including occasional early starts, evenings, and on-call duties
- Physically fit and able to stand for long periods and carry out manual handling tasks
- Practical, reliable, and able to work independently
- Willingness to drive a minibus (full training provided)
- Willingness to undertake training as required

### **Safeguarding**

Mayville High School is committed to safeguarding and promoting the welfare of children and young people. A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action. To take part in regular safeguarding training.

### **To Apply:**

Please send your CV and a covering letter outlining your suitability for the role to  
[j.carter@mayvillehighschool.net](mailto:j.carter@mayvillehighschool.net)

**Contract type:** Full Time (52 weeks, 30 days holiday).

**Weekdays 07:00-16:00 (one hour for lunch)**

**Salary:** Dependent on experience

**Closing date for applications:** 31st January (applications also considered on receipt)