

MAYVILLE HIGH SCHOOL

35 St. Simon's Road,
Southsea,
Hampshire. PO5 2PE

T: 023 9273 4847

F: 023 9229 3649

E: enquiries@mayvillehighschool.net

W: www.mayvillehighschool.com



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

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)