

School Caretaker

30 hours per week

Term time plus four weeks

Starting ASAP

Actual Salary £19,763 - £20,077

NJC Grade 3 pts 5-6



Newport Girls'
High School
Academy Trust

Welcome to NGHS

Thank you for your interest in the Caretaker vacancy at Newport Girls' High School.



We are delighted that you are considering joining our school community.

This is an important role within the school, helping to ensure that our buildings, grounds and facilities remain safe, secure and welcoming for students, staff and visitors. Working closely with the Site Manager, the successful candidate will play a key part in the day-to-day operation of the school, undertaking routine maintenance, supporting site security and assisting with the smooth running of school life.

We are looking for someone who is practical, reliable and takes pride in their work. The role requires a flexible and proactive approach, excellent teamwork and a commitment to maintaining high standards across the school site. Whilst many tasks will be routine, no two days are ever quite the same, and the ability to respond positively to changing priorities is important.

NGHS is a special place to work. We are proud of our historic buildings, attractive grounds and strong sense of community. Every member of staff contributes to the success of the school and the experience of our students. The work of our site team often takes place behind the scenes, but it is essential to ensuring that the school remains a safe and pleasant environment in which young people can learn and thrive.

We warmly encourage prospective applicants to visit the school and see the role first-hand. Thank you for considering this opportunity and we look forward to receiving your application.

Adam Jones
Headteacher



Aims, Ethos and Values

At NGHS, we strive to:

Provide a high-quality education which enables all students to reach their full potential as life-long learners

Foster a safe, inclusive environment in which all are valued, respected and celebrated

Offer opportunities for all to positively contribute to our NGHS family and the wider community

We achieve this by:

Being Kind

Working Hard

Having Fun!



All about NGHS

Our Site and Facilities

Looking After a Special Site

The school occupies a blend of historic and modern buildings which require careful maintenance and management. The site includes teaching spaces, specialist classrooms, sports facilities, offices, dining areas and outdoor spaces used daily by hundreds of students and staff.

The Caretaker plays an important role in ensuring that the school remains:

- Safe and secure
- Clean, tidy and well-presented
- Fully operational for teaching and learning
- Ready for events, examinations and community activities

Working as part of the site team, the successful candidate will help maintain an environment of which students, staff and the wider community can be proud.



All about NGHS

Working at NGHS

Joining Our Staff Team

At Newport Girls' High School, every member of staff contributes to the success of the school. Teaching and support staff work closely together and share a common commitment to providing the very best experience for our students.

The Site Team plays an essential role in school life. From opening and securing buildings, to carrying out repairs and preparing spaces for events, the team's work supports every aspect of the school's operation.

The successful candidate will receive appropriate induction, safeguarding training and opportunities to develop skills relevant to the role, including health and safety, manual handling, COSHH, fire safety and other premises-related responsibilities.

There is a strong sense of teamwork at NGHS. We work hard, support one another and take pride in maintaining a school environment that is welcoming, safe and fit for purpose



All about NGHS



Staff Well-being Charter

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.



A Staff Well-being Committee which meets termly



Complimentary tea, coffee, sugar and milk in the staffroom



Staff Menopause Ambassador with appropriate support for all



A buddy for new staff who join NGHS for their first year



Counselling service free to all staff both in-house and externally



Golden Space in the Car Park; awarded weekly on rotation!



An annual flu jab for all staff available upon request each winter



Greater PPA time than national and no mainstream cover



Measured approach to lesson observation, drop-ins and good practice weeks



Calendared wellbeing weeks with no evening meetings/events



Childcare vouchers scheme for those who have children in regular day care



Annually reviewed Workload Policy; designed by staff for staff to support reducing workload



Deadlines well publicised and annual calendar consultation



Staff social evening each term - let your hair down and relax



Communications policy which protects time outside of school day



No student or class data collected for data's sake



A flexible and generous approach to family appointments, children's events, nativities, sports days etc.



SLT Open Door Policy at all times including urgent email for non-school days



Dedicated marking afternoon for all staff during internal exam week



Complimentary Christmas Dinner for all staff each year



Cake, laughter & friendship in the staffroom



Dedicated classroom wherever possible for all teaching staff



Thank You Friday reward scheme for staff to share appreciation of colleagues



A firm commitment to the current DFE Staff Wellbeing Charter

Job Description

RESPONSIBILITIES AND ACCOUNTABILITIES:

Safeguarding and site security:	• Safeguard pupils at all times and report any concerns promptly in accordance with school procedures. • Act as a keyholder as required, opening and closing buildings and carrying out routine security checks. • Maintain the confidentiality of keys, access codes and other security information. • Respond promptly and calmly to site incidents, alarms, evacuations, lockdowns and other emergencies, following agreed procedures. • Welcome and assist contractors and other visitors outside normal school hours, directing enquiries appropriately.
Premises, maintenance and grounds:	• Carry out routine inspections and minor repairs within the postholder's competence, reporting defects or more substantial work to the Site Manager. • Undertake basic maintenance and decorating tasks, using any relevant practical skills such as painting, joinery or minor plumbing. • Keep entrances, paths, grounds and external areas clean, tidy and safe, including litter picking, sweeping and minor seasonal grounds work. • Check and clear accessible drainage channels and guttering where trained and authorised to do so, using safe working procedures. • Operate the building and heating controls as trained and report faults promptly. • Support the cleaning team and report cleaning, hygiene or premises concerns to the Site Manager.
Health, safety and compliance:	• Complete allocated routine health and safety checks, tests and records accurately, including fire alarm call points and emergency equipment. • Use tools, equipment and substances safely and in accordance with training, risk assessments, COSHH information and manufacturers' instructions. • Follow manual handling, working at height and lone working procedures at all times. • Identify and report hazards, defects, damage and health and safety concerns promptly to the Site Manager. • Ensure contractors sign in and follow the school's site and safeguarding arrangements; when covering the Site Manager, check that required permits to work have been completed.
Operational support:	• Carry out portering duties, including receiving and distributing deliveries, moving furniture and equipment, and setting out rooms for assemblies, examinations, meetings and events. • Replenish routine washroom and premises supplies and report stock requirements in good time. • Arrange the safe movement of refuse and recycling to the appropriate collection points. • Provide practical support for school events, including occasional evening and weekend duties by prior arrangement. • Respond helpfully to reasonable day-to-day requests from staff while prioritising urgent safety and security matters.
Teamwork and development:	• Work closely with the Site Manager and other members of the site and cleaning teams, sharing information about outstanding jobs and site issues. • Maintain courteous and professional relationships with students, staff, parents, visitors and contractors. • Participate in relevant training, including safeguarding, health and safety, manual handling, working at height, COSHH, fire safety and first aid as required. • Take part in the school's performance and development review process and identify relevant learning and development needs with the line manager.
Other additional duties:	• Undertake other reasonable duties that are commensurate with the post or school operations as and when required.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	A good standard of general education, including functional literacy and numeracy.	Relevant training or qualification in premises maintenance, health and safety, first aid or a practical trade.
Experience	- Experience of carrying out practical tasks using hand tools and basic equipment safely. - Experience of working independently, organising tasks and responding to day-to-day problems. - Basic experience of using email and simple electronic records.	- Experience in a school, public building or similar premises role. - Experience of basic repairs, decorating, grounds work, portering or site security.
Knowledge & Skills	- Awareness of the importance of safeguarding, site security and confidentiality in a school. - Understanding of basic workplace health and safety, including manual handling and safe use of tools and substances. - Ability to carry out routine checks, follow instructions and keep clear, accurate records. - Ability to identify defects or hazards and know when to report or seek assistance.	- Knowledge of fire safety checks, COSHH, working at height or lone working procedures. - Practical skills in areas such as joinery, painting and decorating, minor plumbing or grounds maintenance. - Knowledge of building or heating control systems.
Personal Attributes	- Reliable, punctual and trustworthy, with a strong commitment to safeguarding. - Practical, flexible and willing to undertake a varied range of duties. - Able to prioritise work, use initiative and remain calm when responding to incidents. - Able to work effectively both independently and as part of a team. - Courteous and professional when dealing with students, colleagues, parents, visitors and contractors. - Able to meet the physical requirements of the role, with reasonable adjustments where required. - Willing and able to work the stated shift pattern and undertake occasional agreed evening or weekend work.	A positive interest in contributing to the wider life and ethos of the school.

Application and Selection Process

Thank you for your interest in the School Caretaker role at Newport Girls' High School. We hope this pack has given you a clear sense of our values, ethos and the important contribution this role will make to the school

To apply, please complete the official application form and supporting statement, demonstrating how your experience, skills and personal qualities meet the criteria outlined in the person specification.

We will shortlist candidates against the published criteria and encourage applicants to provide specific examples from previous employment, voluntary work or relevant life experience.

NGHS is an equal opportunities employer. We are committed to promoting equality and diversity across our staff team and welcome applications from all backgrounds. We do not discriminate on the basis of age, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, race, religion or belief.

The successful candidate will be subject to an enhanced DBS and Barred List check, together with other pre-employment checks undertaken in accordance with Keeping Children Safe in Education. This includes obtaining appropriate overseas checks for relevant periods spent living or working abroad.

Key Dates:

- **Application deadline: Monday 2 November 2026 at 9.00am**

Interviews will take place shortly after this deadline

Please email your completed application form to jobs@nghs.org.uk. Applications should be addressed to the Headteacher, Mr A Jones.

Referees must include your current or most recent employer and will usually be contacted at the point of shortlisting.

Please note that CVs will not be accepted. We reserve the right to close the advertisement early if a sufficient number of suitable applications are received, so early submission is encouraged.

We wish you every success with your application and thank you for considering joining the team at NGHS.

