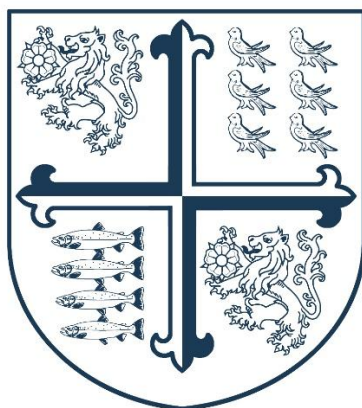


Bournemouth School



Information for Applicants

Assistant Caretaker

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.

✓ Hard Work

✓ Discipline

✓ Smart Appearance

✓ Respect



June 2026

Dear Applicant

Assistant Caretaker

Thank you for expressing interest in the full-time post of Assistant Caretaker at Bournemouth School.

The application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website (www.bournemouth-school.org).

The closing date for applications is **9.00 am on Monday 22 June 2026**. If you require any further information regarding the application process or the school, please contact Mr Stephen Coombes on 01202 512609 or e-mail scoombes@bournemouth-school.org. *Please note: we may interview and appoint a suitably qualified applicant before this date.*

Please e-mail your completed application form to recruitment@bournemouth-school.org or post to the address below marked for my attention.

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis
Headmaster





Assistant Caretaker Job Description

Job Purpose

To carry out a range of duties to contribute to the security, safety and maintenance of the school premises, under the general direction of the Senior Caretaker/Facilities Manager.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the postholder.

General:

You are expected to fulfil the requirements of the job description.

Reporting to:

Facilities Manager

Hours:

37 hours per week (shift based)

Worked Weeks:

52.14 weeks per year

Annual Salary:

£25,583 - £25,989

Grade:

BS Grade 5, point 5-6

Disclosure Level:

Enhanced

Effective Date:

1 January 2026

Main responsibilities and duties

1. In the event of other staff absence, to act as a main keyholder, responsible for the security of the school premises and to assist the Facilities Manager as required.
2. Assist in the programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards.
3. To identify and report building, furnishing or fittings deficiencies to the Senior Caretaker and/or Facilities Manager, and to undertake any remedial action that may be authorised and appropriate.
4. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
5. To be responsible for taking the delivery of stores, goods and equipment and arrange storage or distribution as required.
6. To respond to any emergency cleaning needs.
7. To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.
8. To assist with setting out/putting away furniture for school events, and undertake general portorage as required.
9. Ensure equipment is adequately maintained.
10. To maintain and clean the School minibus as required.

Knowledge and skills:

No formal qualification requirements but previous experience of general maintenance and decorating tasks would be extremely advantageous. Previous experience of health and safety procedures and supervision of premises is desirable.

A full valid driving licence is preferred but not essential.

Supervision and management

The postholder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

Key contacts and relationships:

Daily contact with the Facilities Manager/Senior Caretaker (or other nominated supervisor) and cleaning staff. General contact with other school staff and contractors/suppliers.

Decision making

Making appropriate arrangements for repairs to be carried out, as authorised by the Facilities Manager, responding in line with agreed school policies and procedures.

Resources

Basic understanding of the operation of school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided. Uniform is provided.

Working environment:

Premises staff may be required to cover evening events and occasional weekend work. Overtime is paid at 1.5 times normal rate for evenings and Saturdays and 2 times normal rate for Sundays and Bank Holidays. Overtime must be agreed in advance by the Business Manager.

The postholder will not normally have direct supervisory responsibility for other caretaking or cleaning staff, but may be asked to deputise at times.

In addition to the cleaning tasks, lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.

Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

Split shift working may be necessary to cover illness or other emergencies.

Holidays are by prior agreement with due regard to the needs of the school.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Job description prepared by: S D Coombes
Designation: Business Manager
Date: June 2026

LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609

