



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

CARETAKER
APPLICANT PACK

DECEMBER 2025

INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Caretaker at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

The role of Caretaker at Hartford Church of England High School is key role within our school. Without our Estate Team, of which the Caretaker is a part, the school could not function and be the brilliant environment that it is for our educational community. The role of Caretaker encompasses duties to ensure the school premises are maintained to a high standard, including health and safety and the security of the school, some building maintenance and first aid. The Caretaker will work in collaboration with other Estate colleagues, working as part of a team under direction of the Estate Manager.

Our school is blessed with exceptional facilities across a large site, with suites of new facilities and an expanse of green spaces. We are an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!



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If you are considering applying for this role you are more than welcome to come and visit the school and see all our fantastic students and staff first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - sara.morris@hartfordhigh.co.uk - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Caretaker, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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KEY INFORMATION

Job Title:	Caretaker
Contract:	Permanent
Starting Date:	1st January 2026 or as soon as possible thereafter
Contract Details:	37 hours per week on a rolling shift pattern. There will be a requirement to work 5 days out of 7 and will include weekend working if required.
Salary Info:	Grade 4 SCP 4 – SCP 6 £25,185 - £25,989 per annum. Hours worked at the weekend will be subject to a 25% uplift.
Closing Date:	3:00pm Monday 5th January 2026

Applications are only accepted on completed school application forms, and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits:

For the successful candidate we offer a range of benefits to colleagues including:

- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



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JOB DESCRIPTION

Caretaker

Grade 4 SCP 4 – SCP 6

The role of Caretaker at Hartford Church of England High School is to:

- Under the line management of the Estate Manager, carry out small repairs and DIY projects such as Painting and Decorating.
- Carry out weekly checks to the radiators and hot water supplies to ensure they are working correctly. Report any issues to the Estate Manager.
- Supervise contractors who are onsite to carry out repairs etc., who are not DBS checked.
- Maintain the security of the school premises: Lock and unlock the premises as required. Check at the end of the day that all windows, doors and gates are locked, lights switched off, and electrical appliances are turned off. Set security alarm systems.
- Regularly check the general school premises, furniture and fittings, and report any issues to the Estate Manager. Ensure a safe working and learning environment in accordance with relevant legislation, including carrying out PAT testing. Be First Aid trained to support medical incidents in school.
- Carry out portage duties, such as moving furniture and equipment around the school. Set up and take down chairs and tables for events such as School Assemblies, Productions and Parent Evenings. Carry out daily cleaning, such as litter picking and disposal of waste. Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
- Monitor and report when supplies of cleaning products and other items used by the Estate Team are low to the Estate Manager.
- Carry out post duties as required by the school.

Additional Responsibilities

- Attend all meetings as requested by the Headteacher or Site Maintenance Officer in relation to the role.
- Additionally undertake:
 - ⇒ Fire Marshall and first aid duties where applicable
 - ⇒ Duties during the working day
 - ⇒ All professional development as required for the role.
 - ⇒ Full participation in the performance management and appraisal process



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Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

Responsible to:

- Estates Manager



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PERSON SPECIFICATION

Teaching Assistant - Person Specification

	Essential	Desirable	Evidence
Qualifications:	<ul style="list-style-type: none"> Educated to GCSE level with English and Maths qualifications 	<ul style="list-style-type: none"> Full UK Driving Licence First Aid qualification 	Application References Certificates
Experience:	<ul style="list-style-type: none"> Competence in a variety of skills to carry out minor repairs including glazing, plumbing, joinery and decorating 	<ul style="list-style-type: none"> Previous experience in a school environment 	Application References Interview
Skills and Aptitudes:	<ul style="list-style-type: none"> Flexibility to work with a variety of staff and contractors Ability to work as a team member or as a lone worker Adaptability Trustworthy—responsible for security of the buildings Stamina—the school is on a split site and three stories high and the job involves manual handling Availability for weekend and out of hours working (including alarm callouts) 		Application References Interview
Interpersonal Skills:	<ul style="list-style-type: none"> Good verbal and written communication Flexible, confident, friendly manner Ability to relate appropriately to both other adults and students Good sense of humour 		Application References Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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