



September 2025

CARETAKER

Contract type: Part Time – Permanent

(Mon and Wed 7:30 - 2pm, and Fri 11am to 4pm)

Salary: Competitive – Depending on experience

Reporting to: School Business Manager

“We nurture independent learners who are prepared for adult life.”

Minerva May School is dedicated to building a workforce that reflects a wide range of perspectives. We welcome all suitable candidates for employment, regardless of gender, ethnicity, religion, beliefs, sexual orientation, gender identity, pregnancy status, parental status, age, disability, or marital/civil partnership status.





Exceptional Opportunity at Minerva May School

Caretaker Role – Together We Can

Are you a dependable and proactive individual with a hands-on approach and a passion for maintaining safe and welcoming environments? Minerva May School is seeking a part-time Caretaker to support the smooth running of our school site in Horley, Surrey.

We are a nurturing and inclusive school community dedicated to supporting young people with Social Emotional and Mental Health, Autism, ADHD and related needs. Every member of staff plays a vital role in creating an environment where our students feel safe, valued and ready to learn — and our Caretaker is no exception.

Your Role

As our Caretaker, you'll take pride in ensuring our buildings and grounds are clean, safe, and in good working order. Your day-to-day responsibilities will include:

- General site maintenance, including basic repairs and minor improvements
- Supporting the daily operations of the site, including security and health and safety checks
- Taking swift action in response to urgent site issues or repairs
- Liaising with school staff and contractors as needed

You'll be a key part of our wider team, helping to create an environment where students can thrive both personally and academically.

About You

We're looking for someone who is dependable, flexible, and confident working independently. Ideally, you will bring:

- Experience in a practical trade (e.g. electrical, plumbing, construction, or similar)
- Previous experience working in a school or college setting (desirable)
- A reasonable commuting distance from Horley, Surrey
- Strong communication skills and the ability to relate well to pupils, parents, and staff
- A calm, even temperament and a "can-do" attitude
- Confidence to take initiative and respond to urgent tasks at short notice

This role would suit someone with a practical mindset who enjoys variety in their work and takes pride in contributing to a positive school environment.

Hours and Working Pattern

- ✓ Monday and Wednesday: 7:30am – 2:00pm
- ✓ Friday: 11:00am – 4:00pm

18 hours per week, term time only

We are happy to be flexible with hours for the right candidate and encourage applications from anyone seeking a part-time role that fits around other commitments.



Why Join Us?

Minerva May School is a forward-thinking school with a strong emphasis on nurturing the whole child — academically, socially, emotionally, and morally. Our ethos is underpinned by respect, inclusion, and collaboration, and we live by our motto:

Together We Can.

We are committed to building a diverse workforce and welcome applications from individuals of all backgrounds, experiences, and walks of life.

If you're ready to take on a role where your work truly matters, we would love to hear from you.

Our Ethos and School Motto:

At Minerva May, we are committed to a culture where children and young people are encouraged to be ambitious and develop the skills and attitude for a fulfilling adult life, regardless of their adverse childhood experiences. With specialist education and care, all children and young people should have the right to aspire and attain a thriving adulthood.

The spirit of our motto, “**Together We Can**” underpins our commitment to deliver quality education across all aspects of the school – its leadership, curriculum, pedagogy, facilities and partnerships.

Our motto plays out in different ways throughout the school, our work and our lives. It guides our actions and decisions. It enables our progress... it rings across our classrooms and our nurturing environment.

Our students and other stakeholders are regularly reminded of our motto through our school assemblies, newsletters, engagement, and celebrations.

Our Vision and Vision Statement:

- ✓ To work with local authorities, parents, carers and other agencies to provide a nurturing and collaborative environment that develops aspiration, engagement and independence.
- ✓ To ensure everyone is respected, valued and supported to achieve the very best that they can.

Our Vision: “*Nurturing Independence*”

Our Vision Statement: “*We nurture independent learners who are prepared for adult life*”

Our Values:

At Minerva May each student, parent, carer and staff member shall uphold the values of the school. Our school values are based on the guiding principle of “we CARE.”

We **CARE**:



Collaboration

Collaboration – **We care** about how we collaborate with our local authorities, partners, staff and students; this is central to all that we do. **We care** about all of our stakeholders and partners, and how effectively we work with them to make a difference in life.

How we Collaborate:

...by working in partnership, sharing ideas, problem-solving in teams, learning and developing together, being proactive and getting involved, respecting diversity and diversity of views, encouraging open communication, and celebrating achievement and success.



Aspiration

Aspiration - **We care** about our students and supporting them to develop as aspirational young people. Disrupted past experiences should not limit us from being ambitious about our future or from being motivated to work towards realising our full potential.

How we Aspire:

...by being ambitious, having self-worth, leading by example, having high expectation, offering encouragement and mentorship, setting SMART targets, goals, and visions, creating opportunities for others, by striving for excellence and celebrating our successes.



Resilience

Resilience - Within our school doors, students and staff develop and demonstrate resilience. **We care** about developing resilience and that through positive connections and relationships we can adapt (neuroplasticity), take on challenges and thrive in life.

How we show Resilience:

...by adapting to adversity, facing and learning from setbacks, seeking support during difficult times, developing problem solving, engaging in self-care activities (exercise, mindfulness or hobbies), resilient thinking and adapting to change.



Empowerment – We equip students with the skills and attitude to face the challenges in this every changing world. **We care** about the high-quality curriculum we offer, to develop students who are not just skilled but are also determined, courageous and persistent, as they work towards their future goals.

How we Empower:

...by building confidence, promoting self-efficacy, offering a calm, supportive and aspirational learning environment, offering personalised quality teaching, learning and growth opportunities, providing guidance and encouragement for overcoming challenges and the achievement goals, promoting collaboration, celebrating our small -wins, achievements, and success.

Please see the job description and the person's specification for this role, as below.



JOB DESCRIPTION

JOB TITLE: CARETAKER (PART TIME – TERM TIME ONLY)

JOB PURPOSE

Working Hours: 18 hours per week

- **Monday and Wednesday:** 07:30 – 14:00
- **Friday:** 11:00 – 16:00

(We are happy to discuss flexible working arrangements for the right candidate.)

Location: Minerva May School, Horley, Surrey, RH6 9EF

Line Manager: School Business Manager

All our students at Minerva May School have an Education, Health and Care Plan (EHCP), with Individual Learning Plans (ILPs) designed around their unique strengths, needs, and aspirations. While the Caretaker role is non-classroom based, it plays a vital part in supporting the safe, calm, and nurturing environment that underpins each student's ability to learn and thrive. The primary objective of this role is to maintain a well-kept, secure, and welcoming school site that meets the needs of our students and staff.

At Minerva May School, you will:

- ✓ Ensure the school premises, grounds and facilities are clean, safe, secure, and well maintained at all times.
- ✓ Carry out general maintenance, minor repairs, and site improvement tasks in line with the needs of the school.
- ✓ Respond to urgent issues such as spillages, hazards, or security matters promptly and effectively.
- ✓ Support the school's commitment to safeguarding by conducting regular health and safety checks and reporting any concerns.
- ✓ Work closely with the Estates Manager and other colleagues to ensure the site contributes positively to the school's therapeutic and trauma-informed approach.
- ✓ Support staff and students by helping create a calm and orderly physical environment that enables learning and personal development.
- ✓ Monitor the condition of fixtures, fittings and equipment, and liaise with external contractors where necessary.
- ✓ Assist with site setup for school events, clubs and enrichment activities when required.

Contribute to the ongoing development of our school site so it reflects the care, aspiration and values we uphold.



CORE RESPONSIBILITIES

At Minerva May School, you will:

- ✓ Conduct routine inspections of the school site to identify and address any potential health and safety risks.
- ✓ Carry out gate supervision duties at the start and end of the school day to support student safety and site security.
- ✓ Prepare spaces for school assemblies, meetings, and special events as required.
- ✓ Support in a range of duties, including but not limited to:
 - Ensuring the school site operates in full compliance with current health, safety, and facilities management regulations, including the upkeep of statutory logs (e.g. fire safety records).
 - Monitoring the site helpdesk/service desk, completing tasks promptly and efficiently.
 - Contributing to the completion of risk assessments and implementing any required actions.
 - Taking on a range of site health and safety responsibilities as needed.
 - Helping to manage and maintain the schedule of works, ensuring site functionality is maintained.
 - Carrying out minor repair and maintenance tasks, including decorating, carpentry, and basic building work.
 - Keeping the school grounds clean and presentable, ensuring a high standard of appearance at all times.
 - Recording all maintenance work completed in an accurate and timely manner.
 - Assisting with the smooth operation and safety of out-of-hours activities held on site.
 - Supporting the daily security of the premises, including unlocking and locking routines.
- ✓ Promptly report any significant health, safety, or security concerns and provide regular updates or progress reports as required.
- ✓ Undertake any other reasonable site-related tasks as delegated to ensure the efficient operation of the school.
- ✓ Respond flexibly to instructions from the Headteachers or authorised members of staff to meet the evolving needs of the school.

RECORDING AND REPORTING

At Minerva May School, your responsibilities will include:

At Minerva May School, our Caretaker plays a vital role in maintaining the safety, functionality, and appearance of our school site. As part of this role, your responsibilities will include:

- ✓ Maintaining accurate records of all maintenance tasks, repairs, and site inspections carried out.
- ✓ Logging daily, weekly, and termly health and safety checks, including fire alarm testing, emergency lighting, water temperature monitoring, and equipment checks.
- ✓ Completing and updating maintenance logs, site service records, and facilities reports to support compliance and effective site management.
- ✓ Reporting any hazards, damage, or urgent repairs in a timely and detailed manner, including actions taken.
- ✓ Supporting the upkeep of risk assessments by providing relevant information following inspections or incidents.
- ✓ Monitoring and recording stock levels of maintenance, and site supplies, and alerting the Estates Manager when replenishment is required.
- ✓ Keeping records of contractor visits, works completed, and ensuring sign-in procedures are followed for all site visitors.
- ✓ Contributing to the regular review of the site's condition and preparing progress updates as requested by senior leaders.

Your attention to detail in maintaining accurate records and your timely reporting of concerns will support our commitment to safeguarding, compliance, and creating a calm, safe learning environment for all.

GENERAL PROFESSIONAL RESPONSIBILITIES

- ✓ Attend meetings and training relevant to premises, health and safety, and site operations.
- ✓ Participate in professional development as identified through performance management.
- ✓ Follow all school policies related to site safety, safeguarding, and facilities management.
- ✓ Demonstrate professionalism in punctuality, conduct, and presentation.
- ✓ Complete site-related tasks and meet deadlines in a timely and organised manner.
- ✓ Respond to emergency maintenance or support duties as directed by senior staff.
- ✓ Promote and safeguard the welfare of all students while on site.
- ✓ Maintain positive working relationships with staff, students, visitors, and contractors.
- ✓ Represent the school in a professional and respectful manner.
- ✓ Uphold the ethos, values, and standards of Minerva May School in all site-related duties.



EQUALITY AND DIVERSITY

At Minerva May School, we are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Minerva May School is committed to safeguarding and promoting the welfare of children and young people. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2022 and The Education Act, we expect all staff and volunteers to share this commitment

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date:



PERSON SPECIFICATION

Job Title: **Caretaker** (Part Time- Term Time Only)

Specification	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> ✓ Demonstrate strong interpersonal skills and a calm, approachable manner when working with staff, students, and visitors ✓ Possess good physical fitness and stamina to manage the demands of an active, hands-on role ✓ Be capable of carrying out manual handling duties, including occasional heavy lifting ✓ Show flexibility and a willingness to adapt working hours in response to the needs of the school (e.g. out-of-hours tasks or emergency call-outs) ✓ Work independently and take initiative to identify and resolve site-related issues ✓ Respond calmly and efficiently to unexpected or urgent maintenance situations ✓ Be committed to contributing to the wider school team and upholding the school's ethos, vision, and values ✓ Hold a full, clean, and current driving licence ✓ Demonstrate reliability, punctuality, and a strong sense of responsibility for site safety and presentation ✓ Have a commitment to safeguarding and promoting the welfare of children and young people ✓ Be open to further training and professional development relevant to the role 	<ul style="list-style-type: none"> ✓ Have previous experience working in a school or educational setting ✓ Hold a relevant qualification or have experience in a trade (e.g. plumbing, carpentry, electrical work, or general maintenance) ✓ Have a good understanding of health and safety regulations relevant to school sites ✓ Be familiar with routine site checks, record keeping, and maintenance schedules
Education and Qualifications	<ul style="list-style-type: none"> ✓ Basic communication skills, both verbal and written, to interact effectively with staff, students, and visitors ✓ Awareness of Health and Safety regulations relevant to school site operations ✓ Ability to follow instructions accurately and ask for clarification when needed ✓ General DIY skills with the ability to carry out a variety of routine repairs and maintenance tasks ✓ Competence in the safe use of standard hand tools and maintenance equipment ✓ A willingness to undertake First Aid training, if not already qualified ✓ Qualifications or training in a trade such as plumbing, carpentry, electrical work, or building maintenance 	<ul style="list-style-type: none"> ✓ Current First Aid certificate ✓ Skilled tradesperson with a broad range of practical maintenance experience ✓ NEBOSH General Certificate or equivalent Health and Safety qualification
Training	<ul style="list-style-type: none"> ✓ Willing to take part in relevant training and actively identify areas for personal development 	

	<ul style="list-style-type: none"> ✓ Committed to ongoing professional development to enhance site management and maintenance skills ✓ Attend staff meetings and site-related training sessions as required, and support a positive culture of learning and development among colleagues 	
Attributes and Attitudes	<ul style="list-style-type: none"> ✓ A strong work ethic, professional presence, and commitment to contributing to a safe, supportive environment that enables student well-being and success ✓ High standards and a proactive attitude toward maintaining a clean, safe, and well-functioning school site ✓ Genuine care and understanding of the needs of children and young people, with a student-centred approach to all site responsibilities ✓ A flexible, can-do attitude and willingness to take on a variety of tasks as needed ✓ Reliable and punctual, with a consistent and dependable approach to work ✓ Able to respond positively to change and adapt to evolving needs within the school environment 	
Safeguarding	<ul style="list-style-type: none"> ✓ Knowledge, understanding and commitment to safeguarding and promoting the welfare of students ✓ Ability to form and maintain appropriate relationships and personal boundaries with colleagues, students and other stakeholders 	

SAFER RECRUITMENT:

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

Minerva May School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.