



**BUCKINGHAM PREPARATORY SCHOOL**  
AN INDEPENDENT SCHOOL FOR BOYS

## **ASSISTANT CARETAKER/ASSISTANT SITE MANAGER (PART-TIME)**

**Minimum of 20 hours a week, ideally - 7.00am-5.00pm Thursday and Friday.**

**Term time only but with some school holiday cover time as required**

**40 weeks per annum (typically).**

**Flexibility to cover holidays for other staff as required.**

**Hourly rate - dependent on experience.**

**Start date – Week of 2<sup>nd</sup> June 2025**

Working alongside the Site Manager, duties include premises and grounds management, maintenance, health & safety and security around the whole school site.

Driving and basic maintenance of school minibuses.

Manual/DIY skills and ability to work using initiative an advantage.

Full driving licence essential.

You will be a practical, enthusiastic and well-motivated individual who is prepared to meet the demands of maintaining a clean and healthy school.

This is a wonderful opportunity to join a small, well-resourced and thriving independent school where our children are enthusiastic, well behaved and eager to learn and the staff are professional, friendly and supportive.

Based in Pinner, close to Rayners Lane tube station, Buckingham Preparatory School is a selective school rated as Excellent (ISI 2017) for boys aged 2 to 11. We offer a friendly, nurturing environment where our boys thrive and grow from Pre-School through to Year 6. We are immensely proud of our school and are looking for staff who are committed to helping all young people believe, aspire and achieve.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the UK Disclosure and Barring Service.

**Closing Date for applications: 12 Noon Monday 21st April 2025**

**Interviews will be held week commencing 28<sup>th</sup> April 2025**

Please note the school will be closed 29<sup>th</sup> March to 22<sup>nd</sup> April 2025 for the Easter holidays.

Applications will be assessed from 22<sup>nd</sup> April 2025 and candidates will be interviewed at the earliest opportunity. Applications will only be accepted on the school application form.

Application packs are available on the recruitment sites where this post is advertised. If you require any further details about the post, please contact Mrs Bilsborough (HR Officer) by email:

[bilsboroughc@buckprep.org](mailto:bilsboroughc@buckprep.org)