



Haversham Village School

The Crescent
Haversham
Mk19 7AN

01908 312 673

Caretaker
Grade D £24702 - £25545 FTE
Permanent
Start date: 01/11/2026

About our School:

Haversham Village School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any appointment will be subject to satisfactory safer recruitment checks, including identity and right to work, two satisfactory references, an Enhanced DBS check and, where applicable, a Children's Barred List check. Additional checks, including prohibition from teaching, childcare disqualification and overseas checks, will be undertaken where relevant. In accordance with Keeping Children Safe in Education 2026, the school may undertake an online search of publicly available information, including social media, as part of its due diligence on shortlisted candidates. Applicants must provide a full employment history and satisfactorily explain any gaps. Haversham Village School is an equal opportunities employer and welcomes applications from all suitably qualified candidates. Visits to the school are strongly recommended. To arrange a visit, find out more or request an application pack, please contact Mr David Ley, Headteacher, or Miss Carley Chambers, School Business Manager: office@haversham.milton-keynes.sch.uk or 01908 312 673.

About the Role:

As the Caretaker, you will:

- Oversee day-to-day operations and ensuring that facilities remain compliant with legislation and meet health and safety standards
 - Act as a designated key holder and be responsible for the school premises
- Be responsible for the routine and non-routine (emergency) opening of the school

- To report trespass, theft or unauthorised parking of vehicles to the relevant authority
 - Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required including arranging emergency repairs
 - Oversee the maintenance and security of the school premises
 - Supervise work of other premises staff including cleaning and grounds contractors
 - Assist cleaners with general cleaning duties including ad hoc emergency situations
 - Liaise directly with maintenance contractors, checking that work is completed to required standards and within required timescales
 - Operate and regularly check systems such as heating, lighting and security (including CCTV and alarms)
 - Ensure the operation and maintenance of specialised equipment with training (e.g. Sports equipment, cookery equipment, sound and lighting equipment)
 - Conduct regular inspections of equipment and risk assessments
 - Contribute to the management of the premises budget and procure quotes for routine maintenance work on school premises
 - Contribute to site and asset planning and management
 - Undertake minor repairs to site, furniture, fittings and maintenance of the buildings and site
 - Maintain records of site activities and safety checks
 - Respond promptly to any site-related emergencies
- In return, we can offer you:
- Children who are kind, warm and enthusiastic about the school
 - Dedicated colleagues with a shared vision
 - A chance to innovate and drive changes
 - A chance to develop your role
 - Flexible hours within the school day (candidate must be available for school opening and closing times)

Closing date for applications: 15/10/2026