

ASSISTANT CARETAKER

CANDIDATE INFORMATION



**King's
Hawford**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-11



Welcome

Thank you for your interest in the role of Assistant Caretaker at King's Hawford Prep School

I am so pleased that you have expressed an interest in the Assistant Caretaker role at King's Hawford. I have the enormous privilege of being the Head at King's Hawford and can testify to the warmth of welcome you will receive.

This is a busy, exciting and joyful community of which to be a part. Our staff team consists of a wide range of teaching and support positions, each playing an essential role within our School. Central to everything are our friendly and approachable atmosphere and the excellent relationships between staff and pupils.

If you think that you would be a great fit for this role, then I look forward to meeting you in the weeks ahead, and – if successful – can't wait to work with you in the years to come. We look forward to hearing from you.

Tom Butt
Head
King's Hawford Prep School



Job description & person specification

This is a great opportunity to join the friendly Estates Team at Kings Hawford Prep School. We are looking for someone who is proactive, reliable, committed, friendly and professional to contribute to our busy team as an Assistant Caretaker.

Reporting to the Estates Manager, the Assistant Caretaker should have a 'can do' approach, be flexible, work well as part of a team and also on their own, and have an eye for detail.

The successful candidate will be a key member of the team that ensures that our sports facilities, swimming pool and buildings are kept to a high standard throughout the year.

Duties and responsibilities

- Be responsible for swimming pool maintenance, including daily testing and backwashing.
- Mowing grass, trimming hedges, marking out pitches.
- Securing the site at the end of the working day and setting alarms when required.
- Conducting daily vehicle checks on the fleet of minibuses and work vans.
- Setting up of events across the site.
- Driving minibuses to transport pupils to and from events when required.
- Assisting with the preparation of a variety of sports pitches.

- Emptying bins and co-ordinating recycling.
- This role will involve significant manual handling, including heavy lifting and moving of furniture and equipment, whilst working in a variety of indoor facilities and external spaces.
- Following all King's School policies and procedures, with particular regard to pupil well-being and safeguarding, and pupil transport.
- Any other routine maintenance tasks as reasonably requested by the Estates Manager and the Head.

Hours of work Part-time, 25 hours per week. Monday to Friday, 12:00 – 17:00, year-round. Some weekend and evening working will be required to assist with sporting and social events – time accrued can be taken in lieu at the Estate Managers discretion. At times the Assistant Caretaker may be asked to work from another site within the Kings Foundation, therefore access to own transport would be advantageous.

Start date: September 2026

Salary £14.21 per hour/£18,473 per annum

Skills and attributes required

It is **essential** that applicants should:

- Be enthusiastic and have a positive attitude

- Have a pleasant and helpful demeanour
- Be proactive, with the confidence to work on own initiative
- Be able to work as part of a team
- Have a clean and smart appearance
- Have good communication skills
- Have a strong work ethic
- Have a valid driving licence
- Be approachable and confident with children
- Be security conscious.

It is **desirable** that applicants have:

- Previous experience of pitch preparation
- A knowledge of safeguarding practices in an education setting, however training will be provided
- Hold a relevant Pool Plant Operators Certificate
- Previous experience in a caretaker role or working within a school environment.

Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- ♦ Protecting children from maltreatment.
- ♦ Preventing impairment of children's health or development.
- ♦ Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- ♦ Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2025*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- ♦ Train our staff in safeguarding
- ♦ Work in partnership with King's families
- ♦ Liaise with external support agencies
- ♦ Follow the four Rs: Recognise, Record, Report, Refer
- ♦ Prioritise early intervention
- ♦ Listen to pupils
- ♦ Encourage professional curiosity
- ♦ Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child.

All staff must:

- ♦ Actively promote and safeguard the welfare of all pupils
- ♦ Have proper regard for the Foundation's Safeguarding Policy and related procedures
- ♦ Report any concerns in a timely manner
- ♦ Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications: 9am Thursday 9th July 2026
We reserve the right to interview suitable candidates and appoint to the role before the closing date, therefore early applications are encouraged.

Please visit the Vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.



