



Simon Langton Girls' Grammar School

Caretaker (Afternoon & Evening)

April 2026



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I would welcome you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are seeking a reliable and proactive caretaker to join our school community and help maintain a safe, clean and welcoming environment for students, staff and visitors.

The post holder will be required to work during the afternoon and evening during term time, with actual hours varying according to requirements (and may be up until 9.30pm each day). This may change to a day shift during the school holiday to provide cover for other members of the team.

The successful candidate will be required to work 37 hours per week / 52 weeks per year, with a 30-minute unpaid break. You will be paid on Kent Scheme B currently £26,822 p.a.

Key responsibilities

- Day-to-day site maintenance, including minor repairs and decorating
- Opening and securing the school site
- Dealing with external lettings
- Ensuring health and safety procedures are followed at all times
- Maintaining cleanliness of external areas and managing waste
- Setting up rooms for school activities and events
- Monitoring contractors on site
- Carrying out routine checks (fire alarms, lighting, security systems)

The successful candidate will:

- Have practical maintenance and DIY skills
- Be well organised, dependable and able to work independently
- Have a positive, flexible attitude and good communication skills
- Understand the importance of safeguarding and site security in a school environment
- Be willing to work occasional weekend hours when required

Previous experience in a caretaking, facilities, or site management role is desirable but not essential.

If you are interested in this position, please complete the application form on the Kent-Teach.com website; please note C.V.'s will not be accepted.

We reserve the right to interview and appoint suitable candidates before the published closing date.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment.





Job Specification

Job Title: Caretaker (Afternoon & Evening)

Job Purpose: To facilitate external lettings and assist in the maintenance and security of the site, providing a safe, clean and attractive working environment for both students and staff, as directed.

Responsible to: Operations Manager

Salary: KSB (Kent Scheme B)

Hours of Work: 37 hours per week (specific times vary depending on requirements and requires working until 9.30 p.m. at times during term time)

Specific accountabilities:

- Facilitate external lettings as required, including preparation of facilities for hirers, unlocking premises, carrying out associated cleaning duties and securing the premises following a letting
- Maintain the security of the premises by acting as a key holder and unlocking and locking the premises and repairing doors, latches, and fences to maintain a safe and secure environment
- Facilitate the arrangements for all school functions and events such as year assemblies, induction days, parents' evenings, examinations - including ensuring furniture is in place for such events and returned to storage once the event has ended
- Undertake general repairs and maintenance around the establishment, inside and out as required, including (but not limited to) decorating, litter picking, emptying bins, sweeping leaves, repairs to furnishings and buildings, to ensure a safe and tidy environment is maintained
- Undertake general portorage duties, including moving furniture and equipment within the school, to ensure supplies are correctly handled and appropriately delivered
- Facilitate traffic flow onto the school site by guiding traffic at the school entrance at the end of the school day and during evening events to ensure safe access
- Ensure safe access to the school in the event of snow, ice or flooding
- Assist with regular health and safety checks of buildings, grounds, fixtures and fittings and equipment (including compliance with fire safety regulations), in line with other schedules and ensure that all passageways are kept clear and hazard free

- Perform all duties in line with health and safety regulations (including COSHH) and any specific risk assessments relating to the activity. Report serious hazards to the line manager immediately and remove any broken or damaged furniture and restrict access to any unsafe areas
- Ensure the operation and maintenance of specialised equipment following training
- Other duties as may be required from time to time, to facilitate the smooth and safe working of the school

General accountabilities for all support staff:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To undertake first aid and administering medicines training, if required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher





Person Specification

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Essential:

- Self-motivated individual who takes pride in their day-to-day work
- Ability to work independently
- Capacity for sustained hard work
- Ability to work under pressure and meet deadlines
- Ability to carry out day-to-day operational maintenance of premises & equipment
- A practical approach to issues and challenges
- Good communication and organisational skills
- Positive attitude towards working in a large community and support of the school ethos
- Sensitive to matters of confidentiality
- Punctuality, a sound work ethic and a good attendance record
- Ability to relate to both colleagues and students
- Good working knowledge of using computers
- A flexible approach with a commitment to teamwork

Desirable:

- Experience within a school or similar environment
- An understanding of plumbing, electrical and heating systems
- Clean driving licence and willingness to drive a minibus
- Previous Health and Safety training e.g. COSHH, working at heights, PASMA, Legionella

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

- Applications for this post must be made via [Kent-Teach.com](https://kent-teach.com)
- Applications must be made by **midday on Thursday 14th May 2026**
- Interview date: Week beginning 1st June 2026
- Start date : to be agreed on appointment

For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk





Working at our school

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Annual Staff Wellbeing Day
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment