



Abbey Court School

# ABBEY COURT SCHOOL

'We grow people'



## CARETAKER



June 2026

Dear Applicant

## CARETAKER

Thank you for your interest in the role of Caretaker here at Abbey Court School.

This information booklet provides details about both the school and the position in question, including Job Description and Person Specification.

This advert closes on 7 July 2026.

Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. Any offer made will be subject to satisfactory references and medical clearance. In line with KCSIE 2025 guidance, as part of the shortlisting process, the school reserves the right to research shortlisted candidates on social media and the internet as part of our due diligence. The recruitment panel may take this information into consideration during the recruitment process. Any information will be treated as confidential and will only be used in relation for the post for which you have applied.

To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Vicky Aspin  
Headteacher



## WORKING AS A CARETAKER AT ABBEY COURT SCHOOL

Abbey Court has been rated 'outstanding' by Ofsted at the last four successive inspections.

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery, Primary and Secondary in Cliffe Road, Strood, and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

## Days and Hours

This post is for 52 weeks per year. Details of working week to be at the discretion of the Headteacher. Working hours may be subject to variation, and call-out at weekends and unsocial hours will be necessary from time to time.

## Salary

The successful candidate will be employed on Medway Scale D2 (£25,185 to £28,142 per annum pro rata). £13.05 per hour—£14.58 per hour dependent upon experience.

## Holidays

Entitlement will be 24 days per annum pro rata and bank holidays, increasing to 28 after 5 years service and bank holidays pro rata. Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life. We close the school for two weeks at Christmas.

## Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

## Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



## **JOB DESCRIPTION**

- HOURS:** 52 weeks/year.  
37 hours per week: Monday to Thursday 6.30am to 2.30pm and Friday 6.30am to 2.00pm (Term Time) and Monday to Thursday 8.00am to 4.00pm and Friday 8am to 3.30pm (in the school holidays)
- SALARY SCALE:** Medway Scale D2 points 4-11 (£25,185 to £28,142 per annum pro rata)
- LOCATION:** To work across both school sites (based at one site but subject to periodic review as school organisational needs demand).
- REPORTS TO:**
1. Headteacher, who has overall responsibility for the school.
  2. The Estates Manager for day-to-day supervision and instruction.

## **RESPONSIBILITIES AND DUTIES**

Under the direction of the Headteacher or her appointed Deputy, the postholder will be responsible for duties covering premises security, heating, lighting, swimming pool maintenance, care of the school minibuses, portering, minor repairs and maintenance, supervision of contractors, and, as directed, the cleaning of the premises. Some grounds maintenance. Supporting preparation for school events.



## **GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF**

Safeguarding and promoting the welfare of children is employee's responsibility.

Everyone at Abbey Court School has a role to play in safeguarding pupils.

In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.

### **SECURITY OF PREMISES**

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **SECURITY OF PREMISES**

1. Ensure that the school is open for staff and pupils each school day.
2. Ensure that the school is open to persons who have hired the premises for private or the Authority's use.
3. Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
4. Ensure gates are locked and/or barriers are used at certain times as directed by the Estates Manager.



5. Take reasonable steps to deter trespass on school premises and be responsible for general security.
6. Undertake the responsibility of site key holder.

## **HEATING AND LIGHTING**

1. Ensure that the school is at the required temperature each school day.
2. Keep boiler house clean and tidy and undertake regular checks.
3. Ensure that no flammable materials are stored in the boiler house.
4. Replace light bulbs and tubes as directed, applying appropriate health and safety regulations. Monitor/report faulty light or heating units.

## **CLEANING OF PREMISES**

1. Undertake cleaning duties, substitute for absent cleaning staff, and ensure that the whole school is cleaned using approved and appropriate materials. Following COSHH protocols.
2. Keep a check on cleaning materials for economy reasons and inform Estates Manager when stock is low.
3. Ensure that the playground, paths and all hard areas are kept clean and tidy of leaves, litter etc, and all drains and gullies are kept clear and free flowing.

## **MINIBUSES**

1. To be responsible for the site minibuses, ensuring they are clean and well maintained (day to day checks), taken for service, cleaned appropriately under direction of the Estates Manager.



## HYDROTHERAPY POOL

1. To undertake daily and routine maintenance of the hydrotherapy pool and plant equipment, and complete relevant documentation associated with this.
2. To ensure all hygiene and health and safety requirements are complied with.
3. To be responsible for the safe storage of chemicals (re: COSHH regulations).
4. To notify the Estates Manager of any pool malfunction.
5. To attend courses as relevant to ensure expertise in pool maintenance is updated.

## OTHER DUTIES

1. Train cleaning staff to use appropriate cleaning materials and machinery to Abbey Court required standards.
2. Take delivery of stores and materials, making arrangements for storing them and undertake general portering duties.
3. Ensure that all caretaking equipment is clean and in good working order, and the Caretaker's storage lockers and cupboards are clean and tidy. Storing materials and substances appropriately.
4. Carry out normal supervisory/inspection duties as appropriate, maintaining a good working atmosphere.
5. Prioritise workload as directed by the Estates Manager.
6. Inform the Estates Manager if the work of any cleaning staff or contractor is not up to standard.
7. To maintain the general tidiness of the site.
8. Provide access to the school in the event of snow or minor flooding.



9. Undertake various periodic checks and maintain any records as directed by the Estates Manager (eg. fire alarm checks/water temperature records).
10. Carry out reasonable instructions from the Estates Manager.
11. Draw attention of Estates Manager to any repairs and maintenance work required.
12. Carry out minor or temporary repairs and gardening.
13. Ensure waste is disposed as directed by Estates Manager.
14. Be aware of, and adhere to, all Council procedures on health and safety, including asbestos procedures.
15. Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the management of the school and/or the Council.
16. To read meters, as necessary and maintain approved records.
17. To note and report, as necessary, on matters affecting the health and safety of person on the site. This may include involvement in Risk Assessments and acting upon the outcome of these.
18. To participate in the school appraisal scheme and to attend training courses as appropriate to the post.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you.

This job description does not form part of the Contract of Employment



## PERSON SPECIFICATION

|          |  |
|----------|--|
| <b>A</b> | <b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b><br>Skilled in “do it yourself jobs” (qualifications desirable but not essential)   |
| <b>B</b> | <b>EXPERIENCE</b><br>Experience of similar work in education or other settings   |
| <b>C</b> | <b>KNOWLEDGE</b><br>An understanding of the importance of hygiene in a special school setting  |
| <b>D</b> | <b>APTITUDE</b><br>Ability to work effectively and responsibly in an unsupervised capacity<br>Ability to organise and prioritise workload effectively<br>Ability to report quickly and effectively both verbally and in writing<br>Responsible, conscientious and thorough in approach to and in carrying out tasks<br>Ability to use initiative |
| <b>E</b> | <b>SKILLS</b><br>Ability to provide Senior Management with ideas for development of premises<br>Ability to form and maintain good working relationships with contract cleaning staff/contractors<br>Ability to form good relationships with school staff and pupils (and to be personable at all times)<br>Flexibility                           |
| <b>F</b> | <b>PERSONAL CIRCUMSTANCES</b><br>Enthusiasm and interest to present the school at its best<br>Ability to cope with stress/a crisis situation   |
| <b>G</b> | <b>EQUAL OPPORTUNITIES</b><br>A commitment to the Council’s Equal Opportunities policies and the ability to understand and implement the policies in relation to the job   |

## The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

## Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Medical clearance
- ⇒ 2 x satisfactory references

## Safeguarding

The school reserves the right to research shortlisted candidates on social media and the internet as part of our due diligence. The recruitment panel may take this information into consideration during the recruitment process. Any information will be treated as confidential and will only be used in relation to the post for which you have applied for.



for



## School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and every member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

- To enable our pupils to develop into good citizens and to participate actively in their local communities, finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.





**Abbey Court School**

**Nursery, Primary and Secondary School  
Cliffe Road  
Strood  
Kent  
ME2 3DL**

**Further Education  
Rede Court Road  
Strood  
Kent  
ME2 3SP**

**Tel: 01634 338220**

**Website: [www.abbeycourt.medway.sch.uk](http://www.abbeycourt.medway.sch.uk)**

**E-mail: [office@abbeycourt.medway.sch.uk](mailto:office@abbeycourt.medway.sch.uk)**



**“I am incredibly overwhelmed with the amount of training offered at Abbey Court School.”**

**“Team work, training and quality of resources are strengths.”**

**“The moment I stepped inside the school, the atmosphere was positive.”**

**Staff Survey**

