St Mary's
Colchester



Caretaker (Senior School)

Candidate Information Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies



Dear Applicants,

Thank you for your interest in St Mary's School.

Founded in 1908 by the Bilson sisters, St Mary's has been educating girls from Colchester and the surrounding area for well over a century. As we approach our 120th anniversary in 2028, we are proud of our heritage and ambitious for the next phase of the school's development.

From its earliest days, St Mary's has been shaped by a bold conviction: that girls deserve an education rooted in scholarship, confidence and character. That founding vision remains central to who we are today. Our task now is to honour that inheritance while sharpening our distinctiveness as an academically ambitious school, where curiosity, high expectations and a love of learning matter deeply.

Since joining St Mary's, I have been struck by the strength of the community: the professionalism of staff, the quality of relationships and the genuine care shown to every girl. These are powerful foundations on which to build. Our aspiration is straightforward but demanding: to be a school known equally for warmth and scholarship; a place where pastoral care and academic ambition are not competing ideas, but mutually reinforcing strengths.

We are ambitious for our pupils and for our staff. At St Mary's, we are committed to providing a rigorous and engaging education, alongside strong pastoral care and a breadth of opportunity that enables every girl to thrive. We believe girls flourish when academic challenge is ambitious, joyful and unapologetically serious. Central to this is our belief that excellent teaching, rich challenge and strong relationships transform outcomes. We want pupils to think deeply, grow in confidence and character, and leave us not only with strong outcomes, but with curiosity, courage and a lifelong love of learning.

For colleagues, this creates a rare professional opportunity. We are looking for people who care deeply about scholarship and the craft of teaching; colleagues who share our ambition, are committed to their own professional growth, and want to contribute to a collaborative culture shaped by innovation, collegiality and high standards. This is an important and exciting moment to join the school. We are entering a significant phase of development and, for the right candidate, this is not simply an opportunity to take up a post, but to help shape an important chapter in the life of a distinctive girls' school.

There is much here to value, and much to build. If that sense of purpose resonates with you, I hope you will consider joining us.

With best wishes,

Lee Daniel Faith
Principal

The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

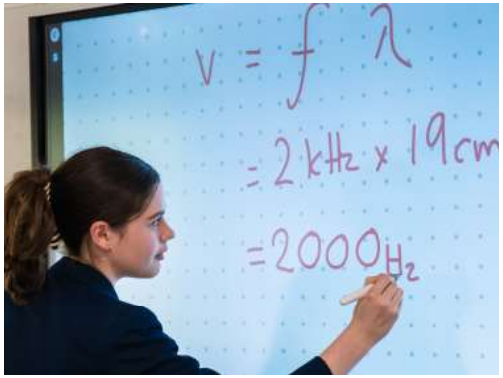
We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.









Job description

Job title:	Caretaker
Reporting to:	Estates and Facilities Manager
Hours:	Full-time, 8 hours per day, 6:45am - 2:45pm Monday - Friday. Plus some evenings and weekends as required. Year-round.
Salary:	£28,000 - £30,000 pa (dependent on experience and qualifications) plus payable extra hours worked
Location:	Senior School with some work across Lower School as directed

Job Purpose

To help keep the school's buildings, grounds and facilities safe, secure and well maintained. Working as part of the Estates Team, the Caretaker carries out practical maintenance, routine safety checks and day-to-day site support so that the school can operate effectively.

The role requires a reliable and organised approach, practical problem-solving skills and the ability to work independently and with colleagues. Work is prioritised with the Senior Estates and Facilities Manager, with urgent safety issues reported promptly.

Safety and Security

- Open and close school buildings, secure doors and gates, and set or unset intruder alarms in accordance with school procedures.
- Act as a keyholder and attend alarm activations and emergency call-outs under agreed arrangements. Record attendance, action taken and any follow-up needed.
- Carry out site security checks and report defects or concerns involving doors, locks, gates, fencing and access controls.
- Check that escape routes and final exits are clear and usable, and report faults affecting fire doors or other safety equipment.
- Undertake allocated Fire Warden duties after training and support fire evacuations and other emergency procedures as directed.
- Respond to incidents such as leaks, flooding, break-ins and vandalism, following school procedures and contacting the appropriate manager, emergency service or approved contractor.

Buildings and Plant Services

• Carry out agreed minor repairs and maintenance to buildings, furniture and fittings, including basic plumbing, carpentry, painting and decorating within the limits of training and competence.
• Inspect buildings and equipment, identify defects, and complete or report maintenance tasks. Make unsafe areas or equipment safe where this can be done without risk, and prevent further use pending repair.
• Operate heating and hot water controls in accordance with instructions. Monitor plant, identify unusual operation or leaks, and report faults promptly.
• Replace lamps and clean accessible light fittings only where authorised and safe access and isolation arrangements are in place.
• Assist contractors with access and site information, follow the school's signing-in and safeguarding procedures, and keep work areas separated from pupils and other site users.
• Monitor the progress and visible condition of contractor work as directed, report concerns and record outstanding items for the Senior Estates and Facilities Manager.
• Read and record energy, fuel and water meters. Report unusual consumption and support practical energy and water saving measures.

Routine Checks and Records

Complete allocated checks in accordance with the school's planned preventive maintenance schedule, risk assessments and written procedures. Record dates, results, defects and action taken, and escalate failed or missed checks promptly. Duties include:
• Weekly fire alarm user tests and completion of the relevant log.
• Emergency lighting user checks and tests at the scheduled intervals.
• Monthly visual fire extinguisher checks and reporting of missing, damaged or discharged equipment.
• Water hygiene checks, including flushing of little-used outlets and temperature monitoring as allocated under the school's Legionella control arrangements.
• Visual checks of plant, equipment and safety features as assigned, with faults referred for repair or specialist inspection.

Routine user checks do not replace specialist servicing or statutory inspections. The Caretaker must undertake only tasks for which they have been trained and authorised. Gas work, electrical installation work and other specialist repairs must be referred to appropriately qualified and authorised contractors.

Safe Working

Follow school policies, risk assessments and safe systems of work, including arrangements for manual handling, work at height, hazardous substances, asbestos awareness and lone working. Use supplied protective clothing and equipment, check tools before use and report accidents, near misses and hazards. Stop and seek guidance where a task cannot be completed safely.

General Duties

• Set out and clear away furniture and equipment for teaching, examinations, activities, events and lettings, using safe handling methods and equipment.
• Distribute post, parcels and deliveries, and assist with moving supplies and equipment between agreed locations.
• Replenish essential consumables, including soap, paper towels and toilet paper, and report stock requirements.
• Keep stores, workshops, cellars and plant areas tidy and secure, with safe access to equipment and services.
• Collect and centralise waste and recycling for collection, and maintain clean and tidy bin storage areas.
• Help maintain safe external areas through litter clearance, sweeping, minor grounds tasks and snow or ice clearance and gritting as directed. Work with grounds colleagues where specialist grounds maintenance is required.
• Liaise with cleaning staff, report cleaning concerns and assist with urgent spillages or other immediate site hazards in accordance with safe working procedures.
• Use the school's maintenance reporting system and email to record requests, update progress and maintain clear handover information.
• Support colleagues across both school sites, including cover for absence and evening or weekend events, as agreed with the Senior Estates and Facilities Manager.

School Transport

• Provide cover driving for the school minibus service when required and agreed with the Senior Estates and Facilities Manager. Raise any conflict with essential site or safety duties so that priorities and alternative cover can be agreed.
• Drive only when the school has confirmed the appropriate licence entitlement, authorisation, training and suitability for the vehicle and journey.
• Complete required vehicle checks and records, report defects and keep vehicles clean when allocated transport duties. Do not use a vehicle with a safety defect.

Safeguarding and General Responsibilities

Promote and safeguard the welfare of children and young people. Maintain professional boundaries and confidentiality, follow the school's safeguarding procedures and report concerns promptly to the designated safeguarding lead or appropriate safeguarding contact. Complete safeguarding and role-specific training as required.

St Mary's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment is subject to satisfactory safer recruitment checks, including an enhanced DBS check and other checks appropriate to the role, in accordance with school procedures.

Suitable work clothing and equipment will be provided. The postholder will undertake other duties reasonably required by the Senior Estates and Facilities Manager or Principal, consistent with the role, skills and training. This description may be reviewed as the school's needs develop.

Other Information

- Suitable branded clothing and equipment will be provided.
- Training will be provided where required.

These duties will be developed into short and longer-term targets in consultation with the postholder. The post holder provides a range of support and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified.The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Person specification

(E) = Essential
(D) = Desirable

Education/Qualifications

- Practical experience of building maintenance, caretaking or a comparable role. (E)
- Experience in a school or similar occupied site. (D)
- Relevant trade or health and safety qualification. (D)
- Experience of recording routine premises or equipment safety checks. (D)
- Current Driver's Licence (Manual) with the D1 category. (D)
- Appropriate minibus driving entitlement and relevant driver training, such as MiDAS. (D)
- First aid, Fire Warden, manual handling or work at height training. (D)

Skills/Knowledge

- Good practical and problem-solving skills; able to recognise limits of competence and seek help. (E)
- Able to identify hazards and defects and follow safe working procedures. (E)
- Able to prioritise a varied workload, respond to interruptions and complete agreed tasks. (E)
- Accurate record keeping and attention to detail. (E)
- Able to use email, basic documents and electronic maintenance reporting systems, with training where needed. (E)
- Good communication skills when working with staff, pupils, parents, visitors and contractors. (E)
- Able to undertake the practical duties safely, including moving equipment and working outdoors, with reasonable adjustments where appropriate. (E)

Attitude/Personal Qualities

- Reliable, punctual, organised and able to work both independently and as part of a team. (E)
- Flexible, helpful and professional approach, including agreed evening and weekend duties. (E)
- Honest and discreet, with an understanding of confidentiality and professional boundaries. (E)
- Commitment to safeguarding children, the school's ethos and relevant training. (E)







Why colleagues choose St Mary's

Employee Assistance Programme
Confidential 24-hour helpline
Counselling sessions
Wellness app

Meals and Refreshments
Lunch available during term-time
Tea and coffee facilities provided

Physical Health
Occupational health support
Bike2Work scheme

Financial
Staff discount for School fees (subject to qualifying criteria)
Financial coaching through the EAP
Regular benchmarking of salaries
Access to BlueLight Card and other discounts

Professional Development
Life and leadership coaching through the EAP
INSET training

Additional Benefits
Pleasant working grounds and location
Free parking on site

St Mary's offers colleagues the opportunity to work in a warm, purposeful and ambitious school community where pupils are known well and relationships matter. Small classes, committed pupils and a strong pastoral culture create the conditions for excellent teaching and meaningful professional impact.

As we approach our 120th anniversary in 2028, this is also an exciting moment to join the school. Colleagues appointed now will have the opportunity to contribute to an important phase of development, helping to shape an academically ambitious, intellectually rigorous and distinctive education for girls.

We value professional voice, collaboration and continuing development, and we are looking for colleagues who want to bring intellectual energy, scholarship and care to the life of the school.









Application process

Closing date for applications: Friday 13th November 2026

Date of interviews: On a rolling basis, please apply early to avoid disappointment.

Candidates should complete their application form on MyNewTerm: **https://mynewterm.com/school/St-Mary's-School-for-Girls/115394**

If you have any questions about the application process, please contact Mrs M Terry, HR Manager at:

Email: careers@stmaryscolchester.org.uk

Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy Notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/
We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.


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