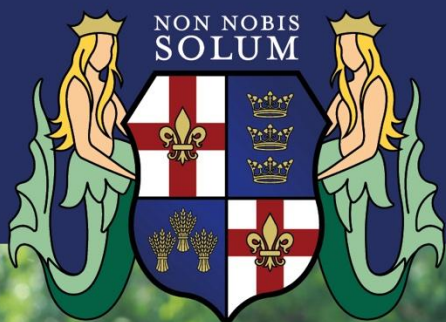




BOSTON HIGH SCHOOL



APPLICANT INFORMATION PACK
CARETAKER

WELCOME FROM THE HEADTEACHER



Dear Applicant,

Firstly, thank you for your interest in the position of Caretaker at Boston High School.

At Boston High School our mission statement is **LEADING, LEARNING, TOGETHER**:

- **Leading**, as individuals, by example and as a community
- Achieving our **Learning** ambitions and potential
- Most importantly, supporting one another **Together** at school and beyond.

Founded in January 1921, Boston High School has a proud legacy of excellence, relocating to our current location on Spilsby Road in 1938. As a highly sought-after and oversubscribed Selective Academy for girls aged 11-16, and home to a vibrant mixed comprehensive Sixth Form for students aged 16-19, we are dedicated to fostering a dynamic and inclusive learning environment.

If you would like to discuss details of this post further or arrange a visit to our school, please email jobs@bostonhighschool.co.uk

For further information regarding Boston High School can be found at: www.bostonhighschool.co.uk

Should you decide to apply for this post, I look forward to receiving your application and I wish you well with the process.

Kindest regards,

Mr A Fulbrook
Headteacher



BOSTON HIGH SCHOOL

ABOUT US

At the heart of our school lies a commitment to core values, embodied in our CODE, which emphasises aspiration, fairness, equality, the rule of law, respect, tolerance, justice, care, and courtesy.

These principles guide everything we do, helping our students thrive both academically and personally.

Commitment | Opportunity | Discipline | Excellence:

COMMITMENT; towards our school, ambitions, achievement, progress, development, learning, safety. Also, commitment to each other, to our duties, and our broader commitment to local, national and global needs.

OPPORTUNITY; a determination to take advantage of opportunities in life; to be the best we can be.

DISCIPLINE; a recognition that a disciplined and focused attitude is essential in order to achieve our best and to give of our best.

EXCELLENCE; a determination to achieve to our highest possible standards and contribute fully to society.

We are dedicated to supporting our staff through our Wellbeing and Workload Charter, along with significant investment in continuous professional development (CPD) at every stage of their career. Our robust Professional Pathways structure offers tailored support, including comprehensive guidance for Early Career Teachers (ECTs), National Professional Qualifications (NPQs), and preparation for future leadership roles. This commitment ensures that every team member is empowered to grow, succeed, and embrace their next professional challenge with confidence.

Our most recent Ofsted inspection in July 2024 resulted in a **GOOD** rating, affirming the strength of our school community and our commitment to excellence.

To see our school's Ofsted reports please click here.

We are proud to share some of the standout highlights from this glowing report, which showcases the dedication, passion, and high standards and expectations that define Boston High School:



The school has an inclusive and welcoming ethos... Pupils say that they feel safe in this popular school.

Pupils behave and attend well. They are friendly and polite.

Pupils with special educational needs and/or disabilities (SEND) are well supported. They benefit from the close support of adults and dedicated learning spaces, such as the 'hub' and 'snug', which strongly promote inclusion in the main school and into the sixth form.

The school has developed an ambitious and inclusive curriculum for all pupils. It offers a broad range of academic subjects that meet the interests and aspirations of pupils...

The school promotes pupils' personal development well. A well-thought-out enrichment course is complemented by a range of extra-curricular activities and visits.

Staff feel well cared for and are highly supportive of the school... Morale is positive.

INFORMATION ABOUT OUR SCHOOL PRIORITIES

Boston High School mission statement:
LEADING LEARNING TOGETHER



We believe in our students and in their generation; we pledge to do all that we can to help them to achieve high standards / outcomes and live fulfilled, safe, happy, and productive lives in their communities as valued citizens.

We will recognise and prioritise the safety, well-being and development of our whole community and ensure students and staff are cared for, supported, and are kept safe – physically and emotionally.

Leaders will continue to ensure that we maintain a clear and ambitious vision for providing high-quality education to all pupils and that is seen through strong, shared values, policies actions and outcomes.

Our culture of safeguarding is paramount to all at BHS. Our culture, policy and practice must identify those at risk or who need help; we must help reduce the risks through support, referral in a timely manner and manage safe recruitment, training, awareness, and any allegations to avoid risk and Keep Children Safe in Education.

- We seek to continually develop as teachers and as a school; reviewing and developing delivery, teaching methodologies and pedagogy to ensure our curriculum delivery meets needs.
- We seek to ensure that all learners can excel, succeed, and achieve beyond potential and fulfil their ambitions.

- Our whole community culture should be based upon the principles of aspiration, excellence, fairness, respect, tolerance, justice, care, courtesy, compassion; underpinned by ensuring we maintain our non-negotiable professional standards built upon integrity and trust.
- Standards of behaviour and discipline are high; we are firm but fair in application. Maintaining a positive learning environment.
- Our learners are individuals, and we respect their needs. Furthermore, we expect all to respect the needs of others.
- We are ambitious for our learners; we expect all to work hard, to accept the challenge, to delight in the accumulation of knowledge and to find enrichment, reward, and enjoyment in their learning.
- We are determined to build upon the principles of reflective practice, evaluation, and quality assurance to strive to be an improving Teaching & Learning community; school information informs practice; improves outcomes.
- We aspire for our learners to develop the capacity to become highly capable, independent, caring, considerate and responsible people to make a positive contribution to our society and our environment in the service of others.
- We aspire for our learners to be adaptable, resilient, and confident people who embrace, and grasp opportunities presented by change; to make a positive impact.

Behaviour & Personal Development mission statement:
Commitment, Opportunity, Discipline, Excellence

COMMITMENT: Every student is committed.

- Exhibits a thirst for learning and knowledge, demonstrating perseverance.
- Takes responsibility for own learning and behaviour, committed to our school values.
- Has high expectations for self in all areas of school including classwork, homework, attendance, and wears our school uniform correctly, taking pride in appearance.
- Always acts safely, looking after self and others.

OPPORTUNITY: Every student grasps opportunities.

- Attends school, arrives on time, and is prepared for the day ahead, ready to learn.
- Takes advantage of opportunities that are presented and actively seeks opportunities.
- Is working towards a personal goal and aspirations.
- Embraces the chance to learn from others.

DISCIPLINE: Every student considers themselves and others.

- Takes ownership of own behaviour and understands the consequences.
- Treats others the way they want to be treated.
- Accepting of other's views and beliefs, considering our British Values.
- Respects the school community and school environment, demonstrating respect for our school values, standards, and expectations.

EXCELLENCE: Every student is ambitious.

- Embraces change and challenge.
- Actively learns from mistakes.
- Applies a positive mindset.
- Is adaptable; looks to solve problems and thinks creatively.

Staff: Curriculum mission statement: **Love of Learning, Opportunity, Resilience, Respect**

Our Curriculum Intent, Implementation and Impact are rooted in the desire to instil a Love of Learning, create lifelong Opportunities, instil a sense of Respect, and develop our learners' Resilience; we define this as our LLORR curriculum mission statement:

- We seek to continually develop as teachers and as a school; reviewing and developing delivery, teaching methodologies and pedagogy to ensure our curriculum delivery meets needs – we are a learning community for all (inc. staff CPD).
- We seek to ensure that all learners can excel, succeed, and achieve beyond potential and fulfil their ambitions.
- Our whole curriculum culture is built upon the principles of aspiration, excellence and fairness.
- Our learners are individuals, and we respect their needs. Furthermore, we expect all to respect the needs of others in our learning community.
- We are ambitious for our learners; we expect all to work hard, to accept the challenge, to delight in the accumulation of knowledge and to find enrichment, reward, and enjoyment in their learning.
- We are determined to build upon the principles of reflective practice, evaluation, and quality assurance to strive to be an improving Teaching & Learning community.
- We aspire for our learners to be adaptable, resilient, and confident people who embrace, and grasp opportunities presented by change; to make a positive impact at Boston High School and beyond.
- We do all that we can to ensure curriculum choices are made to best serve our students and prepare them for the next steps on their educational / lifelong learning journey.



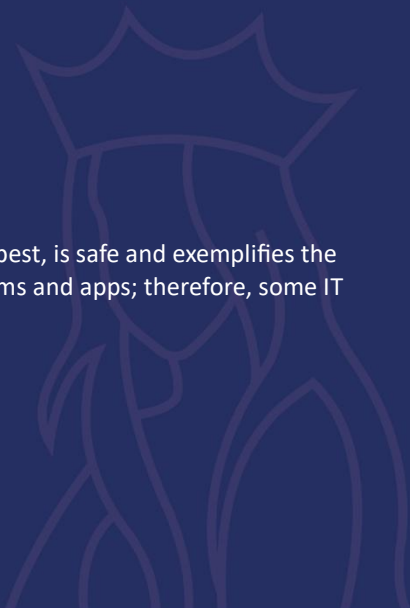


CARETAKER

SALARY	G3 - FTE - £24,796 - £25,989 (Pro rata £8,428 - £8,834)
JOB DETAILS	Part Time - 15 hours per week
REQUIRED FOR	As soon as possible
APPLICATIONS CLOSE	3rd November 2025
INTERVIEW DATE	6th November 2025

IMPORTANT INFORMATION

We are looking for someone who will really care for our school, ensuring it looks at its best, is safe and exemplifies the high expectations we have of our children. The role requires the use of various IT systems and apps; therefore, some IT skills are desirable, but full training will be given.



CARETAKER

JOB DESCRIPTION



Reports to: Site Manager

Purpose of job:

- To provide an onsite caretaking and technical support throughout departments/school

Main Responsibilities:

- Maintain the security of the premises and its contents, including the operation of fire and burglar alarms.
- Be a trustworthy key holder responsible for the opening and closing of the site.
- Have responsibility for the cleanliness of the premises, taking corrective action when needed.
- To assist with inspection of the heating plant on a daily basis, carry out minor maintenance and report other defects as required. (Items of minor maintenance should be carried out if within the capability of the Caretaker and if the appropriate tools are available in the school).
- Carry out routine maintenance of buildings and décor i.e. minor decoration, repairs and those tasks which would not normally require the services of an outside contractor.
- Attend to the heating and lighting of the premises and maintain the required equipment.
- Be available to attend the school in cases of emergency outside the working week e.g. intruders, fire, weather damage although an external company is employed for intruders.
- To sweep all external hard surface areas, and at edge of building, clear leaves and litter from drain covers and disinfect drains.
- To clear paths of snow and spread salt as required for the health and safety of pupils and staff
- To receive deliveries and carry out portage duties in any area of the site to include removal or rearrangement of furniture within the school.
- To remove litter from all areas within the school grounds and within the premises.
- To clear any blockage, spillage or other hazard arising.
- To assist with administrative duties, for example submit job orders, order cleaning materials, under the direction of the Line Manager
- To be flexible and attend later when school is used in evenings.
- Liaise with outside agencies/ contractors as necessary to carry out additional work.
- To work within the detail of the school's Health, Safety and Welfare Policy.
- To carry out weekly fire alarms checks and Lockdown alarm. To regularly check fire call points, fire extinguishers and fire doors.
- To carry out weekly and monthly emergency lighting checks.
- To carry out any other checks on equipment and buildings as designated and planned.
- To provide feedback to the relevant Line Manager where necessary and as requested.

Management of staff:

- There will be some requirements to supervise other staff.

Contacts and Relationships within school:

- Contact with Line Manager
- Daily interaction with teaching staff and students
- Liaise with administrative staff for ordering and inventory purposes.

Work Environment:

Physical Demands - The role involves physical activity such as:

- Working at heights
- Using tools and equipment
- Bending, lifting, and moving items (e.g. stock, chairs)
- Handling technical equipment between classrooms and stage areas

Working Conditions - You may:

- Work alone at times
- Be exposed human waste and/or other bodily fluids and general school dust
- Work outdoors on school grounds
- Experience typical classroom noise levels

Work Context - You'll use cleaning chemicals and equipment, and may occasionally face challenging behaviour from trespassers, children, parents and carers.

Available Resources:

- Cleaning equipment and materials, machinery, ladders, floor care equipment.
- Responsible for checking and returning technical equipment to and from the classroom.
- Will be required to be a key-holder.

Knowledge and Skills (to be fully successful in post):

- Have a clear understanding of the cleaning standards required by the School.
- Preferably an understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.
- Understanding the Provision and Use of Work Equipment Regulation.
- Knowledge of intruder alarms/CCTV and heating systems.

Other duties:

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

PERSON SPECIFICATION

EXPERIENCE AND PROFESSIONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Excellent communication and interpersonal skills	✓	
Ability to demonstrate a high level of subject knowledge		✓
Motivates staff and student, and sets an example of high standards	✓	
Evidence of continued professional development		✓
SKILLS AND BEHAVIOURS	ESSENTIAL	DESIRABLE
Works well in a team	✓	
Confident user of IT	✓	
Ensures a safe learning environment	✓	
Secures high standards of behaviour in the classroom	✓	
Takes an active approach to self-development		✓
SAFEGUARDING	ESSENTIAL	DESIRABLE
Is pro-active in reporting safeguarding issues and concerns to relevant persons, in accordance to school policy	✓	
Promotes welfare of students	✓	

APPOINTMENT PROCESS

HOW TO APPLY

Application Forms can be found on our school website www.bostonhighschool.co.uk.

Completed forms can be submitted to jobs@bostonhighschool.co.uk.

This school is committed to safeguarding and promoting the welfare of children, consequently an enhanced Disclosure and Barring Service Check (DBS) will be required. All pre-employment undertaken out are in line with "Keeping Children Safe in Education".

