



West Kirby Grammar School

Maintenance Caretaker

October 2026

NJC SCP 7 – Full-Time

£27,274 p.a. + Membership of Merseyside Pension Fund

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

Maintenance Caretaker

October 2026



Caretaker

36 hours per week. All year round. NJC SCP 7. Permanent. (Actual salary £27,274)

Working Pattern: 10 am – 6 pm (Lunch: 45 minute Monday – Thursday, 1 hr Friday)

This is an exciting opportunity for a practical, skilled and proactive Maintenance Caretaker to join the Site Team at West Kirby Grammar School.

Working closely with the Site Manager, the successful candidate will play an important role in the maintenance, development and day-to-day operation of our school buildings and grounds. This is a varied and hands-on position with a strong emphasis on practical maintenance and repair, alongside site security, Health and Safety compliance, portorage and support for the wider operation of the school.

We are looking for someone with good practical skills who enjoys identifying problems and finding solutions. The successful candidate will be confident undertaking a range of first-line repairs and maintenance tasks, able to work independently when required and take pride in improving and maintaining the school environment.

The role also includes responsibility for end-of-day security and lock-up procedures, routine compliance checks and records, and supporting planned maintenance and improvement projects. During school holiday periods, the postholder will contribute to larger maintenance, redecoration and site improvement work.

Experience of practical maintenance, caretaking, facilities or trade-based work is essential. A relevant trade or facilities qualification would be advantageous but is not required, and appropriate training will be provided.

West Kirby Grammar School is a highly successful selective girls' school with a coeducational Sixth Form and approximately 1,200 students on roll. Academic outcomes are consistently strong. In 2026, 59% of GCSE grades were awarded at Grades 9–7, including 17% at Grade 9. At A level, 65% of grades were awarded at A*–B, with an average grade of B.

How to Apply

Further information and an application form are available to download on the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449. A completed application form and letter addressing the content of the person specification, which should be no longer than two sides of A4, should be submitted to office@wkgs.net for the attention of Mr. S. Clarke, Headteacher.

Closing date: Friday 16 October at 9 am

Anticipated Interviews: Monday 19 October

Job Description

Maintenance Caretaker

October 2026



Job Title: Caretaker

Reporting to: Site Manager

Grade: NJC SCP 7

Salary: £27,274 actual

Hours: 36 hours per week (10 am – 6 pm, Monday to Friday [lunch (45 minute M-Th, 1 hr Friday)])

Purpose of the Role:

To support the Site Manager in ensuring that the school premises are safe, secure and compliant and well maintained at all times.

The postholder will undertake a broad range of practical maintenance and repair work, contribute to planned site improvements, support Health and Safety compliance and undertake site security duties. The role requires a practical, proactive individual who is able to identify routine problems, complete appropriate repairs independently and recognise when specialist support is required.

Repairs, Maintenance and Site Improvement

- Undertake a range of first-line repairs and maintenance including minor plumbing, carpentry, painting and decorating, patch repairs, fixtures and fittings and general building upkeep.
- Identify defects and maintenance requirements, resolving these where possible and reporting more significant issues to the Site Manager.
- Contribute to planned maintenance, refurbishment, redecoration and improvement projects across the school site.
- Make effective use of school holiday periods to support larger maintenance and improvement programmes.
- Support contractors working on site as directed by the Site Manager and report any concerns regarding work undertaken.

Site Security and Daily Operations

- Undertake end-of-day security and lock-up procedures, including checking and securing doors, windows and gates.
- Act as a key holder for the school site.
- Set security alarms and ensure that designated buildings are secure before leaving the site.
- Respond appropriately to security concerns, defects or breaches and report these promptly to the Site Manager.

Job Description (Cont.)

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Health and Safety Compliance

- Carry out routine Health and Safety and premises compliance checks as directed by the Site Manager.
- Assist with fire safety, emergency lighting and other scheduled premises checks.
- Maintain clear and accurate records of checks and compliance activity undertaken.
- Identify hazards and take appropriate action to remove or minimise immediate risks, reporting concerns to the Site Manager where further action is required.
- Follow safe systems of work and school procedures, including those relating to COSHH, manual handling and the safe use of tools and equipment.

Buildings, Grounds and Housekeeping

- Help maintain a safe, tidy and well-presented school environment, including litter picking and general grounds upkeep.
- Support seasonal activities such as gritting and salting when required.
- Assist with waste management and recycling procedures.
- Monitor the condition of buildings and grounds and report emerging maintenance needs.
- Support the Housekeeping Team with occasional cleaning duties where operational needs require, helping to ensure that the school remains safe, clean and welcoming for students, staff and visitors.

Events and Porterage

- Undertake general porterage duties across the school site.
- Set up and clear furniture, equipment and rooms for school events, examinations and activities.
- Receive and move deliveries, materials and equipment safely.
- Provide practical site support for events and functions taking place across the school.
- Be willing to undertake occasional paid overtime, by agreement, to support school events, lettings, performances, examinations, open events and other activities outside normal working hours.

General Responsibilities

- Maintain high standards of reliability, professionalism and workmanship.
- Promote and safeguard the welfare of students at all times.
- Participate in appropriate training and professional development.
- Contribute positively to the wider life and values of West Kirby Grammar School.
- Undertake any other reasonable duties commensurate with the grade and nature of the post as directed by the Site Manager or Headteacher.

Person Specification

Maintenance Caretaker

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Job Title: Maintenance Caretaker

Reporting to: Site Manager

Grade: NJC SCP 7

This person specification relates to the requirements of the post as determined by the job description. Shortlisting is based on how well you meet the requirements.

E: Essential D: Desirable

Qualifications and Experience

Experience of practical building maintenance, caretaking, facilities or trade-based work (E)

Demonstrable experience of completing a range of repairs and maintenance tasks independently (E)

Experience of using hand and power tools safely and appropriately (E)

Relevant trade, maintenance or facilities qualification (D)

Experience of undertaking routine premises or Health and Safety compliance checks (D)

Skills and Knowledge

Good practical maintenance skills across a range of building and facilities tasks (E)

Ability to diagnose and resolve straightforward maintenance problems safely and effectively (E)

Understanding of Health and Safety requirements within a practical working environment (E)

Ability to work independently, use initiative and make decisions within the responsibilities of the role (E)

Ability to organise and prioritise a varied workload effectively (E)

Ability to maintain accurate records of maintenance and compliance activity (E)

Good communication skills and the ability to work positively with staff, students, contractors and other members of the Site Team (E)

Understanding of COSHH, manual handling and safe working practices (D)

Knowledge of heating, security or building management systems (D)

Personal Qualities

Reliable, trustworthy and punctual (E)

Strong attention to detail and pride in the quality of work undertaken (E)

Proactive approach to identifying maintenance needs and opportunities for improvement (E)

Flexible approach and willingness to support the wider operational needs of the school (E)

Special Requirements

Commitment to safeguarding and promoting the welfare of children and young people (E)

Willingness to undertake occasional additional hours by agreement to support school events (E)

Enhanced DBS clearance and appropriate identity checks (E)

Professional approach to conduct and attendance (E)

Excellent references (E)



West Kirby Grammar School is a vibrant and thriving girls' grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Access to a comprehensive range of health and wellbeing services offered by Education Mutual
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and dedicated 1:1 wellbeing discussions with the Headteacher to respond to staff needs.
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Greater PPA/Free time than national recommendation
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and learning walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



West Kirby
Grammar School



office@wkgs.net



www.wkgs.org



0151 632 3449