

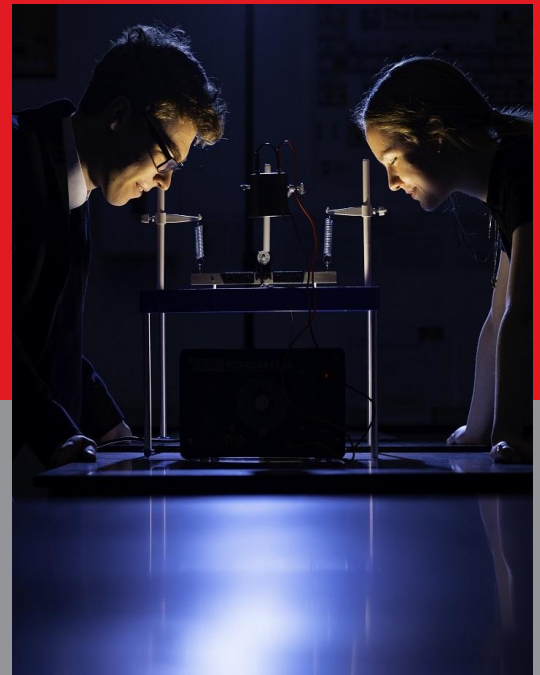


CHESHAM
GRAMMAR
SCHOOL

JOIN OUR TEAM

'Students are courteous and helpful to each other and to visitors. They are respectful of each other's views, beliefs and feelings. The school is a calm, orderly community and has a strong ethos for learning.'

Ofsted, 2014 (Outstanding)



Recruitment pack



CHESHAM GRAMMAR SCHOOL

ASSISTANT CARETAKER

POSITION:	Assistant Caretaker
TYPE:	Support Staff
HOURS:	Casual – up to a maximum of 37 hours per week, between the following hours: 9am – 5pm – Monday to Friday
CONTRACT:	Casual
GRADE:	Range 2 (ISN 11-15) FTE £25,625 - £27,770
Dates	2 January 2026 – 27 March 2026

An opportunity has arisen for a driven, reliable and proactive assistant caretaker to join our dynamic Site Team. You will require excellent communication skills in addition to practical knowledge and experience. The main purpose of the role will be to provide efficient services and processes that allow the whole school to operate safely and securely and ensure a healthy environment. Key tasks will include assisting in general maintenance, checks and tests and liaison with contractors across the site. Experience of working in a similar environment is desirable.

BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

Chesham Grammar School is one of the largest employers in the town of Chesham. We know that our staff are our most important resource and we try to do all we can to look after them. Our vision is for everyone at CGS to enjoy, achieve and belong. This applies to staff and students alike. Some of the benefits of working at CGS are:

- A strong commitment to ensuring staff workload is manageable and to staff wellbeing
- Engaging, highly motivated and able students
- High staff retention
- Staff social events
- London Fringe Allowance
- Long service awards
- Preferential admission for qualified children of school staff
- Access to the generous Local Government Pension Scheme (LGPS)
- A comprehensive induction programme for new staff
- Strong commitment to ongoing staff CPD, including support for NPQs
- Free on-site parking
- Cycle to work scheme
- Subsidised gym membership at Chesham Leisure Centre (next door to the school)

APPLICATIONS Please complete an application form via the “mynewterm” portal (follow link: <https://mynewterm.com/school/Chesham-Grammar-School/137091>)

CLOSING DATE FOR APPLICATIONS: Wednesday 10 December 2025, midday
INTERVIEW DATE: Monday 15 December 2025

We reserve the right to interview and appoint on application. Early applications are encouraged to avoid disappointment

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

Our commitment to Equality, Diversity and Inclusion

At Chesham Grammar School, our vision is for everyone to enjoy, achieve and belong. Our commitment to equality, diversity and inclusion is one way in which we seek to fulfill this for everyone in our diverse and vibrant school community



CHESHAM GRAMMAR SCHOOL



Annmarie McNaney
Headteacher

November 2025

Dear colleague

Thank you for your interest in Chesham Grammar School and in this post, Assistant Caretaker. I hope this information will help you decide whether you wish to apply. CGS is a co-educational, selective school with over 1300 students, 400 of whom are in the Sixth Form. We have around 120 teaching and support staff who work hard to ensure our students enjoy the best possible educational experience. We admit 180 students into Year 7 each September, drawn from a wide geographical area. We also take around 50 students into Year 12 each year.

Our vision is for everyone at CGS to enjoy, achieve and belong and for our students to be exceptionally well prepared for life. Our core values of aspiration, kindness and respect guide everything we do. Ultimately, we want to do all we can to enable our students to be happy.

CGS was graded outstanding in every category by Ofsted when it was last inspected in March 2025, just as it was in its previous inspection in March 2014. It is very much our mantra that outstanding doesn't mean perfect and we are constantly seeking ways to make CGS a truly exceptional place in which to study and to work. Our public examination results are excellent, testament to the dedication and commitment of both our staff and students. The vast majority of our students progress to university at the end of Year 13, including Oxford and Cambridge.

Our curriculum is broad and rich from Year 7 with all students studying traditional academic subjects. They also explore a range of disciplines within the creative arts and technology. At GCSE, students can choose from a wide range of subjects with still more on offer when they get to Year 12. But what goes on inside the classroom, day in, day out, is only part of the story. Beyond that, there is a real richness of experience as well as a genuine warmth and openness in the relationships between students and staff, all of which combine to make CGS a hugely rewarding place in which to work.

Our pastoral care is superb and vertical tutoring, organised around our strong House system, gives the school a very distinctive family 'feel' and enables every student in the school to be known well by their tutor. It also ensures that healthy competition is an integral part of school life. Students belong to one of four Houses and there are competitions throughout the year in sport, music, art, drama to name but a few. The strength of our vertical tutoring system was noted by Ofsted and is something we are very proud of.

CGS is forward thinking and innovative. We have a passionate belief in our bright and articulate young people, seeking to ensure they are exceptionally well prepared for life. Our approach to learning seeks to develop students who are resourceful, resilient and confident learners with the skills to learn effectively both independently and collaboratively. We are constantly seeking ways in which to develop their character and there are many opportunities for students to take a leadership role within the school or to participate in a wide range of extra-curricular activities. None of this would be possible, of course, without the dedication, commitment and boundless energy of our staff who are always willing to give up their time to provide outstanding opportunities both within and beyond the classroom.

At CGS we also want our staff to continuously develop. Much of our CPD is 'in-house'; we have a clear focus on the sharing of good practice within the school where there is already so much expertise. We encourage our staff to visit other schools and to bring back ideas which can be shared with colleagues. We work collaboratively with several local schools through our membership of both Challenge Partners and the Astra Teaching School Hub and SCITT.

This role is a superb opportunity. We are seeking an outstanding individual who will join our site team.

When making appointments, I am first and foremost seeking to recruit the kind of person who 'fits' our ethos. It is a privilege to work with the students at CGS; they are mature, committed and hard-working but they are also great fun to be with and, when you visit the school, you will see that there are very warm relationships between staff and students, based on mutual trust and respect. This helps to make CGS a hugely rewarding place to work. We want our students to have a superb experience both within and outside the classroom and to learn to build positive relationships with others during their time here so that when they leave, they are ready for life beyond school in social as well as in academic terms. Of course we also want them to benefit from outstanding teaching and to be taught by passionate and committed subject specialists who will be willing to go that extra mile to give them the very best education possible.

I hope this letter gives you a feel for CGS and for this post. Our website is an excellent way to find out about all that goes on within the school so please do take a look: www.cheshamgrammar.org and feel free to get in touch if you would like to know more or would like to visit the school. If you wish to apply, please complete an application form on mynewterm ([Chesham Grammar School, White Hill, Chesham / Teaching Jobs & Education Jobs / MyNewTerm](#))

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, reading 'Annmarie McNaney'. The signature is written in a cursive, flowing style with a large, stylized 'A' and 'M'.

Annmarie McNaney
Headteacher

CGS FACTS

1947

School Founded

186

Teaching days per year

1332

Number of students

408

Number of sixth form students

57%

2025 A level A- A grades*

85%

2025 A level A- B grades*

44%

2025 GCSE 8-9 grades

67%

2025 GCSE 7-9 grades



Annual Celebration of Sport Award

19

RESIDENTIAL TRIPS

11

DIFFERENT COUNTRIES

36

Number of staff who have worked at Chesham Grammar School for over 10 years.





CHESHAM GRAMMAR SCHOOL

ASSISTANT CARETAKER

RESPONSIBLE TO:	Property Services Manager
GRADE:	Range 2 (ISN 11-15)
PAY:	FTE £25,625 - £27,770
HOURS:	Casual – up to a maximum of 37 hours per week, between the following hours: 9am – 5pm – Monday to Friday
CONTRACT TYPE:	Casual

JOB PURPOSE

- An active member of the Site Team whose purpose is to provide an efficient service that allows the whole school (students, staff, parents, visitors and other users) to operate safely and securely within a healthy environment.
- Carrying out regular checks and tests, cleaning and portering etc
- Overall security of the site
- Supervision of contractors, when necessary, whilst working on the school site

DAILY ACTIVITIES

- Porterage (use lift & sack trolley)
- Set up school facilities as required
- Litter picking site each day and disposal of rubbish as appropriate.
- Removing any items left around site into lost property
- Disposing of rubbish into the main school waste collection area.
- Ensure compound remains tidy and meets Health & Safety requirements
- Carrying out any other reactive job from the site maintenance log.
- Keeping site storage areas clean and tidy.
- Checking corridors/doorways are kept clear and fire escapes are maintained across the site.
- General Health & Safety checks of common areas daily and classrooms on a rolling programme

WEEKLY

- Lightbulb check
- Minibus checks under the supervision of the caretaker
- Checking radios are working and in each designated area in case of evacuation
- Undertaking routine maintenance checks across the whole site as required
- Maintenance of external areas (leaf clearing, hedge cutting, grass cutting etc.) under the direction of the caretaker.

MONTHLY

- Asbestos walk
- Fire extinguisher visual check
- Check data COSHH sheets match the chemical and represent what is used on site.

ADHOC

- Filling, sanding & painting with roller and/or brush
- Escorting contractors on site where required
- Supporting setting up and taking down hall for activities/events
- Putting signage up when needed.
- Assist other Caretakers with tasks needing more than one person to complete.

GENERAL SCHOOL RESPONSIBILITIES

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be appropriately dressed for the role, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- To undertake training and development relevant to the post

PERSON SPECIFICATION	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
Maths and English to GCSE grade 5 / C preferred but not essential		✓
EXPERIENCE		
Experience of working in a similar role, e.g. as a premises assistant or cleaner or in a building related trade	✓	
Experience of serving a variety of customer needs and meeting competing demands	✓	
Willingness to work flexible hours		✓
PERSONAL SKILLS AND QUALITIES		
Knowledge of cleaning and basic maintenance / DIY skills	✓	
Knowledge of Health and Safety in the workplace	✓	
Knowledge of security and fire alarm systems and associated equipment	✓	
The ability to work as part of a team	✓	
The ability to work independently and to take direction	✓	
Good interpersonal skills	✓	
Good communication skills including fluency in written and spoken English	✓	
Good organisational skills including the ability to record key tasks	✓	
The ability to carry out manual handling and cleaning including the use of machinery	✓	
A personal commitment to professional development and the updating of job-related skills		✓



HOW TO APPLY

To apply for this post, please complete an application form in full.

Application forms should be completed and submitted via the mynewterm portal - link to home page <https://mynewterm.com/school/Chesham-Grammar-School/137091>

SHORTLISTING

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

INTERVIEW

Shortlisted candidates will be invited to interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation/administrative task and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

