



Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Job Opportunity: Part-time Caretaker at Hopelands Prep School & Nursery

Location: Stonehouse, Gloucestershire

Start Date: November 2024

Position: Part-time Caretaker

Contract: Zero-hour contract, the hours will vary depending on the operational requirements of the school, during term time (35 weeks of the year), weekend caretaker checks are required.

About Us

Hopelands Prep School & Nursery is a nurturing and independent prep school in Stonehouse, Gloucestershire. We pride ourselves on providing a supportive and caring environment for both our pupils and staff.

Role Overview

We are seeking an experienced, talented, and enthusiastic caretaker to join our team. The successful candidate will be a team player who can ensure our school buildings and grounds are safe, clean, and well-maintained.

Key Responsibilities

- Carry out minor repairs (e.g., mending windows, changing light bulbs, unblocking drains)
- Turn heating and lighting on/off at appropriate times.
- Ensure premises are clean, with rubbish collected and removed.
- Maintain the grounds, including litter removal and playground upkeep.
- Minor plumbing experience to include fixing leaking pipes and repairs to toilets.
- General DIY to include minor woodwork and fixing notice boards and other fittings to walls as needed.
- Safely store equipment and supplies
- Ensure the school is a clean and safe environment for staff and pupils.
- Replace lighting tubes/lamps.
- Test and record emergency lighting and water checks.
- Change clocks and bells as required

Candidate Requirements

- Previous experience as a caretaker or in a similar role
- A proactive approach to maintenance and repairs
- Ability to work independently and as part of a team.
- Good communication and organizational skills
- Flexibility to handle varied duties and weekend checks.

This is an exciting opportunity for someone looking to be part of a close-knit, nurturing school community. If you are a reliable, motivated individual looking to contribute to the upkeep of our school, we would love to hear from you. Further information about the school can be found on our website: www.hopelands.org.uk. School visits are very welcome and encouraged.

To apply, please complete the application form and forward it along with a covering letter to the School Business Manager, Sam Compton (scompton@hopelands.org.uk)

Interviews will be held as soon as possible and we reserve the right to appoint before the application deadline.

The school is committed to equal opportunities and safeguarding and promoting the welfare of children and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure and Barring Service, as well as an online search.