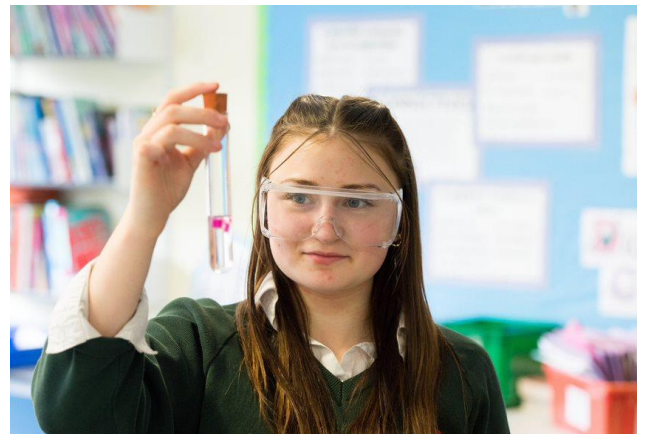




KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in working at King James's School.

At King James's School, our core values—Ready, Respectful, and Engaged—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision “To set no limits on what we can achieve,” we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, but we don't pretend to know all the answers and value opinions from those who bring a fresh pair of eyes. We believe we have a lot to offer to prospective candidates.

First and foremost, the students here are great to work with. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND, alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

The local community is very supportive of the school; the catchment area is well defined, and we have excellent relationships with the local parents and carers who choose to send their children here. We are regularly over-subscribed.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, our staff go above and beyond the core delivery to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward-facing school with an open and friendly ethos.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time, we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

We believe in collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct and as a member of Red Kite Alliance. We benefit from work across the Federation with Boroughbridge High School.

Thank you for considering King James's School and we look forward to receiving your application.

**Miriam Oakley**  
**Headteacher**



KING JAMES'S SCHOOL  
KNARESBOROUGH

# School Caretaker/Handyperson

Full Year. 37 hours per week. Permanent  
Immediate Start

Grade E: £25,989 - £27,254 per year

**King James's School is offering an exciting opportunity to work as a Caretaker within the heart of our vibrant, modern school.**

The role is a site maintenance role with occasional repair work, including emergency repairs. This role will be predominately outdoors and will suit those wanting to work in this environment. Your responsibilities will include everything that has to do with the look, operation, security and function of the school.

You will have a helpful and friendly manner and be able to work as part of a team to carry out site related duties. You will be a responsible key holder and have previous experience in a similar role. You will require knowledge of Health & Safety Regulations.

We offer a competitive salary, generous holidays (starting at 28 days plus bank holidays), access to a contributory local pension scheme and other additional staff benefits. The usual working times will be 9am – 5pm but flexibility would be required to cover colleagues' absences as needed. The working pattern would be Monday to Friday (during term-time you may be offered overtime, including weekends).

We take pride in our open, friendly ethos and are committed to high quality professional development. You will be directly supporting our Site Manager as part of a highly committed site team.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

For an application form please visit our school website. Completed applications must be submitted via email to: [recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) and be received by 8am Friday 20<sup>th</sup> February 2026.

*Please note that CVs will not be accepted.*



# Information on the Site

The school occupies an extensive site on the York Road into Knaresborough. Over the years we have invested heavily in providing the best quality facilities for teaching and learning.

In September 2019 we opened our brand new dedicated 6<sup>th</sup> Form block.

We have a purpose-built block which caters for all aspects of Technology, as well as the Creative Arts. The school's sports facilities feature extensive playing fields, a sports hall, two gymnasias, a fitness suite, a pavilion, an all-weather pitch and nine tennis and netball courts. The school regularly hosts area and county competitions in all sports. We have a strong partnership with Knaresborough Tennis Club, which is based on the school site with newly refurbished floodlit courts.

The 3G artificial grass floodlit football pitch opened in February 2020 and is extremely popular with Junior Football Clubs in the area as well as many other community groups.



# Employee Benefits



## Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School:

Access to contributory pension schemes:

Local Government Pension Scheme (18% employer contribution).

Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).

Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.

Subsidised onsite catering facilities.



## Well-being support

Health Assured Employee Assistance Programme:

Free, confidential 24/7 support and counselling.

Flexible working options and well-being initiatives.



## Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.

Free ample onsite parking.

Membership discounts at leisure centres.



## Community and Additional Opportunities

Collaborative and supportive staff culture.

Lunch duty opportunities:

Hourly pay of up to £13.05 plus a free meal.

Some of these offers are subject to conditions and may change. See provider for full details.

# How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:  
[recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk) and be received by **8am Friday 20<sup>th</sup> February 2026**.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan*

### School Caretaker/Handyperson

<i>Responsible to:</i>	<b>Premises Manager</b>
<i>Salary NYCC Band:</i>	<b>Grade E</b>
<i>Full Time/ Part Time:</i>	<b>Full time</b>
<i>Hours:</i>	<b>37 hours</b>
<i>Full Year/ Term-Time Only:</i>	<b>Full Year</b>
<i>Job Evaluated Date:</i>	May 2022

### Professional Responsibilities

#### ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager



Children & Young People's Service

**JOB DESCRIPTION**

<b>POST:</b> School Caretaker/Handyperson		
<b>GRADE:</b> Grade E		
<b>RESPONSIBLE TO:</b> Director of Business Services/Site Manager		
<b>STAFF MANAGED:</b> None		
	<b>POST REF:</b>	<b>JOB FAMILY:</b> OS F
<b>JOB PURPOSE:</b>	<p>To provide high quality effective caretaking and handyperson services to ensure a secure, safe and hygienic environment for all building users.</p> <p>To be responsible for the general upkeep of the school. Minimise the need for external contractors by having skills to undertake a range of maintenance tasks, including the use of power tools and specialised equipment.</p>	
<b>JOB CONTEXT:</b>	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.</p> <p>The post requires work with both hand tools, knowledge of plumbing techniques and expertise with a range specialist power tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.</p> <p>Enhanced DBS check is required for this post due to working within a school environment.</p> <p>Available for emergency call outs.</p>	
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>		
<b>Operational Issues</b>	<ul style="list-style-type: none"><li>• Ensure the security of the building and site, undertaking daily security checks.</li><li>• Act as a designated key holder, providing response to emergency calls if required.</li><li>• Lock and unlock the buildings and gates at pre-determined times and set alarms, on a rotational basis.</li><li>• Ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow.</li><li>• Undertake general portering duties whilst on site to include moving furniture and equipment on site.</li><li>• Receive deliveries to the site if required.</li><li>• Support the maintenance of the building by checking and replacing light fittings and undertaking minor repairs (not requiring a contractor), using basic hand tools.</li><li>• Construct flat pack resources and equipment when requested.</li><li>• Undertake basic level Construction tasks and emergency repairs including; joinery (i.e. building units, hanging/rehanging doors etc), metalwork, brickwork, roofing, tarmac and general building (i.e. roof), as required on an ad hoc basis.</li></ul>	



	<ul style="list-style-type: none"> <li>• With instruction and training; use specialist power tools, such as; circular saw, chopping saw, drill, grinder etc. to complete tasks. Plus, specialist materials, chemicals and bonding agents etc. <i>(NB. Specialist contractors will be appointed for medium/large repairs/projects).</i></li> <li>• Carry out intermediate level plumbing work with use of specialist hand tools and equipment.</li> <li>• Be familiar with the school's Asbestos Register and take responsibility for ensuring it is reviewed prior to any intrusive works.</li> <li>• Help identify likely Asbestos Containing Materials (ACMs) and report any sightings to the Site Manager for further investigation – follow the ACM Safety protocol.</li> <li>• Carry out legionella water quality testing and report issues to Site Manager.</li> <li>• Undertake professional standard painting of walls, doors and other surfaces.</li> <li>• Carry out specific cleaning duties as directed, e.g. External windows and paintwork, clearing gutters and drains etc.</li> <li>• Collect and assemble waste for collection as required.</li> <li>• Report faults and damage to school staff where relevant to prevent increased risk.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate and liaise effectively with other members of staff and pupils within the school and families and outside agencies when required.</li> <li>• Welcome contractors onto the site and check clearances when required.</li> <li>• Supervise and monitor work of contractors if required.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Participate in the training and development and performance management processes within the school.</li> <li>• Store equipment and products safely and securely.</li> <li>• Have the ability to carry out informal risk assessments on buildings to identify faults/hazards.</li> <li>• Monitor premises related resources and consumables and notify admin staff of ordering requirements. Store any products safely and securely.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Comply with the school's and County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Perform duties in line with health &amp; safety regulations (i.e. COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.</li> <li>• Ensure that any incident involving unauthorised persons on site is dealt with in accordance with school policy including, where necessary, informing police.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>

<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• The school provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with the school's and County Council Policies and Procedures.</li> <li>• There will be a core specified number of hours per week, the remaining hours to be worked flexibly according to the needs of the business.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The school requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	May 2022

## PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Excellent DIY skills/knowledge</li> <li>• Awareness of general Health &amp; Safety</li> <li>• Awareness of Asbestos (and how to identify)</li> <li>• Understanding of COSHH</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the running of a school</li> <li>• Awareness of Legionella</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Previous role involving general construction work</li> <li>• Experience of undertaking general cleaning/caretaking duties</li> <li>• Experience and training in the use of a range of power tools (i.e. drill, circular saw, chopping saw, grinder or similar)</li> <li>• Experience of carrying out minor repairs</li> <li>• Experience of undertaking general site maintenance across various skills bases, e.g., basic joinery, intermediate level plumbing, professional standard painting and decorating</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> <li>• Basic roof repair work</li> <li>• Basic brickwork repair</li> <li>• Basic tarmac repair</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Able to work with minimum supervision.</li> <li>• Self-motivated</li> <li>• Punctuality</li> <li>• Flexible approach</li> <li>• Attention to detail</li> <li>• Ability to manage time effectively to complete tasks to a high level.</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Good verbal communication skills</li> <li>• Literacy and numeracy skills</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• City &amp; Guilds qualification in craft, e.g. Joiner or similar</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Ability to carry out general caretaking/handyperson and cleaning duties as detailed in the Job Description.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Willingness to undertake an Enhanced DBS check for working with vulnerable children.</li> <li>• Commitment to the school's policies and ethos.</li> </ul>	