



GATEWAY SCHOOL  
— GREAT MISSENDEN —

**RECRUITMENT PACK**  
**GROUNDSMAN/CARETAKER**  
**MARCH 2026**  
**FULL-TIME, ALL YEAR ROUND**  
**(25 DAYS HOLIDAY PLUS BANK HOLIDAYS)**



# Welcome Message

At Gateway School we are committed to providing learning experiences that holistically prepare our children for their next schools and life beyond. We empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

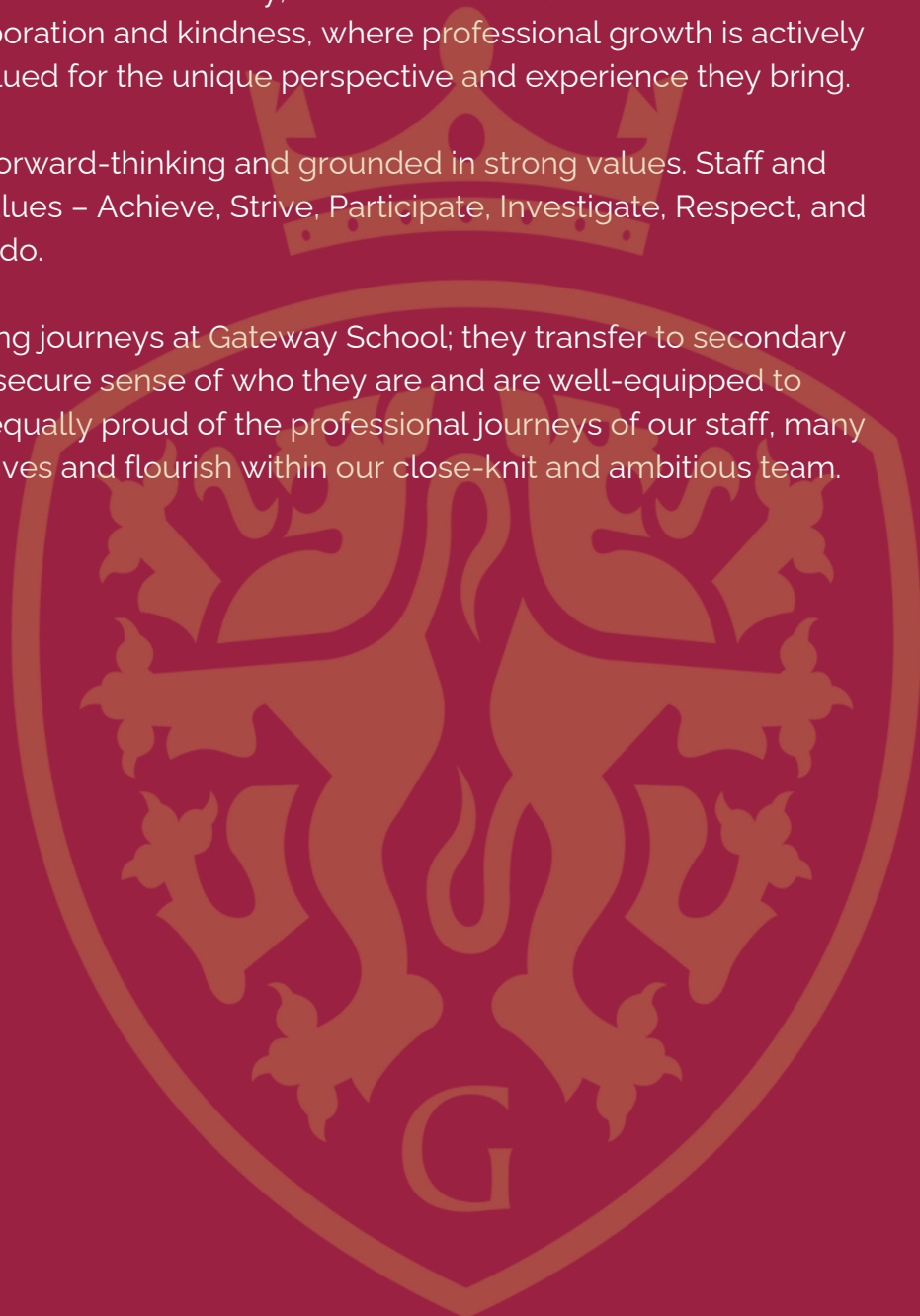
Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

We believe in providing opportunities to develop character and promote curiosity, flexibility, collaboration, creativity and critical thinking within our curriculum. Throughout the school, our committed and highly-skilled staff encourage pupils to challenge themselves and build resilience whilst feeling safe, cared for and supported.

This commitment extends to our staff too. We know that children thrive when the adults around them are supported, trusted and empowered. At Gateway, our staff team is at the heart of our success. We work in a culture of collaboration and kindness, where professional growth is actively encouraged and where everyone is valued for the unique perspective and experience they bring.

Our school community is welcoming, forward-thinking and grounded in strong values. Staff and pupils alike take pride in our ASPIRE values – Achieve, Strive, Participate, Investigate, Respect, and Enjoy – which underpin everything we do.

We are very proud of our pupils' learning journeys at Gateway School; they transfer to secondary school as confident individuals, with a secure sense of who they are and are well-equipped to take on their next challenges. We are equally proud of the professional journeys of our staff, many of whom take on new roles, lead initiatives and flourish within our close-knit and ambitious team.



# About Gateway School

Gateway School is a thriving, vibrant and nurturing independent day school for boys and girls aged 2 to 11, located in the heart of the Chiltern Hills in the village of Great Missenden, Buckinghamshire.

- Ages: 2–11
- Pupils on roll: Approx. 265+
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





## The Role

Do you enjoy general grounds maintenance and caretaking responsibilities? Are you familiar and competent using small industrial, electrical, garden and mechanical equipment? Do you have the practical skills and initiative to maintain an educational site ensuring safety, compliance and efficiency? Do you like the thought of working in a busy and friendly school environment where no two days are the same? Then our role as Groundsman/Caretaker could be for you.

We are looking to appoint a hardworking and conscientious person to join our thriving independent co-educational prep school which is set in the heart of the Chilterns on a single site and has 265+ children.

The right candidate will be a motivated team player and an excellent communicator, who will be able to establish effective working relationships with staff, children and parents .

Should you feel that this role aligns with your strengths, we would love to hear from you.

By joining our team you can enjoy benefits such as pension scheme, social events, Perkbox, employee recognition and reward scheme, breakfast/lunch provided daily and a family feel working environment.

**Title** Caretaker/ Groundsman

**Reports to** Finance & Operations Manager

**Hours of work** All year round with 25 days holiday plus bank holidays,  
Monday to Friday 7.30-4pm

### **Job Purpose**

- This job is such that there may be variations in hours worked throughout the seasons of the school year. In the winter the days may be shorter and in the summer the days may be longer than the stated time. This flexibility has been agreed in the interest of the school and employee.
- Holidays to be taken with advanced planning and in discussion with the Head Teacher and the Head of Finance & Operations.
- The Groundsman will be provided with the appropriate safety gear and carrying equipment and any relevant training .
- The Groundsman should not work above a height of 11 feet.

### **Duties/ Responsibilities**

The duties outlined in this job description may be modified by the Head, with your agreement, to reflect or anticipate changes in the role.

### **Security**

- Unlocking the school in the morning including and turning off the alarm
- Locking and resetting alarm during the school holidays when necessary
- Checking the security of the boundaries including the rear bottom gate

### **General**

- Upkeep and general care of the school
- Ensure that the external rubbish is stored and disposed of appropriately
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas and grassed areas, flowerbeds, all entrances and area immediately outside of school
- Mowing and maintenance of flowerbeds and field
- General maintenance and minor repair work including; doors, windows, toilet seats and flushes, tap washers and furniture (this list is not exhaustive, but an example).
- General painting and decorating as required
- General portage duties and moving of light furniture
- Assisting staff with simple tasks as requested
- Preparation of hall/rooms for functions/ testing, as required
- Preparation of Church and Village hall for functions
- Receive goods and supplies and take them to the appropriate place for storage
- Report any defects of buildings, furniture, fittings, fire safety equipment and Health & Safety issues to the Finance and Operations Manager.



## Grounds Maintenance

- Visually check roofs for loose or damaged tiles and guttering
- Check drains regularly for blockages
- Check and clean water fountains
- Make safe any hazards and cordoned off areas
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors
- Monitor maintenance/ contract workers during school time and during holidays by arrangement

## Heating, Lighting and Water

- Setting of external light timers
- Ensure that lights and heaters are working effectively, report any defects to Head of Finance & Operations
- Turning off and on of auto flushing units during the holiday periods
- Monitoring the setting of heating control and boilers
- Awareness of the location of stop cocks, gas and electricity meters
- Ensure that the storage shed is tidy and all flammable substances are stored appropriately

## Health & Safety

- Ensuring all gardening and grounds mechanical equipment is serviced and in full working order
- Ensure that all fire escape routes are safe and clear
- Assist the Finance & Operations Manager with daily, weekly and monthly Health & Safety Compliance checks and sign off

## Minibuses

- Daily visual check of school mini buses (also responsibility of each driver before use) and monthly thorough internal and external checklist, especially before any school trips including fuel
- Responsible for ensuring that servicing and MOT is carried out.
- Driving pupils to events, as required.

Such other key tasks and responsibilities as the Head may reasonably require.

## Benefits

- Pension scheme
- Lunch provided (term time)
- Staff socials
- Perkbox incentive (employee recognitions and rewards)
- 25 days paid holiday plus bank holidays
- Family-feel working environment



## WHY WORK AT GATEWAY SCHOOL?

- Supportive, professional and friendly team
- Small class sizes and excellent resourcing
- Generous non-contact allowance.
- Strong focus on staff wellbeing and CPD
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Staff lunches
- Competitive pension scheme
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education

# APPLICATION AND NEXT STEPS

An application form is available to download from the 'About Gateway' menu on our website at [www.gatewayschool-bucks.co.uk](http://www.gatewayschool-bucks.co.uk) or from Mrs Helen Brown email: [recruitment@gatewaysch.co.uk](mailto:recruitment@gatewaysch.co.uk) or telephone 01494 862407.

**Application forms to be received by midday Monday 23 February; Interview w/c 23 February.**

Suitable candidates may be interviewed before the closing date and Gateway School reserves the right to withdraw the position if an early appointment is made.

**All offers of employment are subject to references and a Disclosure and Barring Service Check.**

**Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA  
Tel: 01494 862407 Headteacher: Jonathan Coke, BA Hons PGCE**







## **SAFEGUARDING STATEMENT**

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.



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