MILTON ABBEY SCHOOL

Information for applicants

Caretaker

Closing date: Monday 23rd November 2026 at Noon



About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

James Watson | Headmaster

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils."
| **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary."
| **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond."
| **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school."
| **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

Our management structure and ethos

The school is run by the Head, supported by a Senior Deputy Head and two Deputy Heads responsible for the Academic and Co-Curricular elements of the School, together with a Director of Pastoral care. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 200 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

JOB DESCRIPTION

JOB ROLE: Caretaker

RESPONSIBLE TO: Estates Manager

JOB PURPOSE: to work as part of the Estates team as caretaker, undertaking maintenance tasks as required and to be responsible for the security and safety of the school buildings and site assisting with routine maintenance tasks.

Specific responsibilities include but are not limited to the following:

Security

- Act as a registered key holder, providing emergency call-out support and securing buildings and facilities as required.
- Maintain site security through regular patrols, operation of access control and alarm systems, and response to incidents, out-of-hours activations and lockdown procedures.
- Undertake routine testing of security and critical infrastructure systems, including the emergency generator, and respond to power outages and related incidents.

Site Maintenance & Caretaking

- Maintain a safe, clean and operational environment, ensuring buildings, grounds, access routes and emergency exits remain free from hazards and obstructions.
- Carry out routine inspections, maintenance, repairs and minor refurbishment works, reporting specialist defects and contractors' requirements as necessary.
- Support the day-to-day operation of the school through room setups, furniture movements, stock monitoring and general caretaking duties.

Building Services

- Monitor and operate heating, lighting, water, electrical and plant systems, reporting faults and making routine adjustments where appropriate.
- Monitor fuel and utility stocks, receive deliveries and ensure plant rooms and service areas are maintained in a safe and tidy condition.

General

Support boarding houses and other school facilities, liaise with contractors and colleagues, undertake relevant training, and perform other reasonable duties as directed by the Estates Manager

TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

Term Dates: This position is a year-round post living on site

Hours: This post will be covered by two individuals working 8.5-hour shifts (including 30min for lunch/dinner) together with overnight and weekend cover with some maintenance duties.

Week 1 (Early shifts) - Morning/Afternoon: Monday to Friday 06:00 – 09:00 caretaker duties followed by a combination of caretaking and maintenance duties until 14:30. Weekend off from 14:30 on Friday to 06:00 on the following Monday.

Week 2 (Late shifts) - Afternoon/Night: Monday to Friday 14:00 – 18:30 combination of caretaking and maintenance work then caretaking duties until 10:30. Overnight/on call until 06:00 the following morning. On Saturday this will continue on call over the weekend through to 06:00 on Monday.

Accommodation: Suitable accommodation will be provided on a rent-free basis. This will be a semi-detached cottage with either 2 or 3 bedrooms depending on the successful applicant's family circumstances. Council tax and a reasonable level of utility consumption (electricity, heating oil and water) will also be fully paid by the school along with buildings insurance. The successful applicant will pay for other costs such as broadband/telephone and contents insurance.

Salary: A competitive salary is offered to the successful candidate depending on experience and qualification + overtime in respect of some duties outside normal working hours (e.g. in excess of reasonable on call tasks).

Holiday: You will be entitled to 30 days holiday each year plus bank holidays.

Probation: The position is subject to a 16-week probationary period.

Pension: A contributory pension scheme will be available including life assurance and sickness insurance.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Check (DBS): As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

References: In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

PERSON SPECIFICATION

Experience, Knowledge and skills

Essential

- General Maintenance skills are essential.
- Knowledge and practical understanding of Health and Safety procedures and risk assessments
- Ability to work without direct supervision but also as part of a team
- Ability to liaise with all School staff as well as contractors and suppliers
- Basic knowledge and experience of IT systems
- Due to the layout of the site, some driving may be necessary therefore a full UK driving licence is required.
- Excellent interpersonal skills are considered essential as well as developed organisational skills
- Ability to represent the organisation with confidence and credibility
- Self-motivation and high standards and expectations. Attention to detail and quality whilst securing best value
- Enjoy working in a large and busy environment
- To be positive and engaging
- Ability to work within a team and communicate with clarity and accuracy

Desirable

- Experience of working in a School environment with children and young adults
- H&S qualifications
- A trade would be highly advantageous and may lead to higher pay grade

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Headmaster, Mr James Watson and send the letter, application form and any supporting paperwork to;

By post

Chantilly Arbenz
Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Invitation to Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e. current photocard driving licence, passport).
- Proof of address documentation, (i.e. a utility bill or financial statement issued within the last three months showing current name and address).
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation (e.g. marriage certificate, to confirm change of name).
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.