



Caretaker

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

The Caretaker will be responsible for securing the Port Regis estate each evening and undertaking basic caretaking duties under direction from the Head of Grounds.

The Caretaker will be self-motivated, and able to work well under pressure and without supervision. They will be expected to work closely with the Bursar and Head of Grounds.

Remuneration and Benefits

The successful candidate(s) can expect:

-  Competitive rates of pay, pension and holiday benefits
-  An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts
-  Free car parking
-  Complimentary use of the school's staff gym and Sports Centre
-  Delicious meals in our Dining Hall during working hours
-  A beautiful setting in which to work
-  To join a delightful team and an exceptional working environment
-  Competitive school fee remission
-  On-site accommodation may be available as part of the overall package, depending on the successful candidate's requirements and accommodation availability.

The successful applicant will report to The Bursar and our Head of Grounds.

Start Date

November 2026

Hours of Work

The role is on a four-day rota basis, four days on four days off. The hours will be:

Monday-Friday: 16:00 to 22:00

Saturday & Sunday: 14.00-22.00

Equating to an average of 23 hours per week

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Main responsibilities

-  The securing of all school buildings and vehicles each evening. To include the checking of all exterior doors and windows
-  The checking of building interiors and securing identified interior doors. Switching off unnecessary lights
-  To approach any unknown persons on site
-  To liaise with any emergency services that the school may require including fire, police and ambulance
-  To respond to any fire activations or alarms on site
-  To be contactable by School staff at all times by provided mobile phone and radio
-  To log all incidents with the Head of Grounds
-  To respond and deal with any maintenance issues on site and call in the required help where appropriate
-  To deliver onsite parcels
-  To assist with weekly, monthly and annual checks of school systems as appropriate
-  To assist the maintenance department with minor works, painting and decorating
-  To assist all school departments during school events
-  To provide minibus driving as required, and undertake weekly checks/cleaning of the school minibuses
-  To assist with general site cleanliness including litter picking, window cleaning, lighting and exterior furniture cleaning
-  To assist the school with any other duties in addition to your role that are deemed reasonable
-  To comply with all procedures, working practices, risk assessments and current regulations. Where applicable, safe systems of work should be followed.

Person specification

Essential

-  Ability to remain calm and act appropriately in emergency situations, including responding to alarms
-  Confidence to approach unknown persons on site in a professional and courteous manner
-  Good communication skills, including liaising with school staff and emergency services
-  Ability to work independently, use initiative and manage time effectively
-  Ability to keep accurate records and logs of incidents and maintenance issues
-  Physically able to undertake site duties, including walking rounds, light manual work and lifting
-  Trustworthy, reliable and discreet
-  Strong sense of responsibility and attention to detail.

Desired

-  Previous experience working in a school, boarding school or similar environment
-  Relevant qualifications or training in caretaking, facilities management, security or health and safety
-  Experience of operating or responding to fire alarms or security systems

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-  Basic IT skills for logging incidents and communicating with staff.

General

-  Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents, and Old Port Regians (OPRs); external users; the local community; and outside agencies
-  Ensure the reflection of Port Regis' values in all communications
-  Work with the Director of Communications and Development to promote the school.
-  Safeguarding and compliance with our Child Protection Policy
-  Adhere to the school's policies as contained in the Staff Handbook
-  Undertake any other duties as may be required

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you.

Please complete the application form on the school website [Work With Us | Port Regis](#) and send it, along with a covering letter, to: Clair Beaty-Pownall, Director of People (peopleteam@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience. We reserve the right to close this vacancy early should we receive sufficient applications; therefore, early applications are encouraged.

Please read the Safer Recruitment Pack and Child Protection & Safeguarding Policy in conjunction with your application.

Safeguarding and Child Protection

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.