MMPS CARETAKER

Salary: £28,307 - £31,646
Hours: 8:00 am - 4:00 pm
Contract: Full Time 52 Weeks
Start Date: ASAP
Closing Date: 18 Sept 2026
Interviews: W/C 21 Sept 2026

About the Role

Manchester Muslim Preparatory School is seeking a reliable, practical and proactive **School Caretaker** to help ensure that our school premises and grounds are safe, secure, clean and well maintained.

MMPS shares the school site with Manchester Islamic Grammar School for Girls (MIGSG)**.** The successful candidate will work closely with the **existing Site Caretaker, MIET Maintenance Team, Headteacher and school staff** to support the day-to-day maintenance and effective running of the school site.

Key Responsibilities:

- Carry out general maintenance tasks around the school and grounds, including minor repairs and DIY tasks.
- Assist contractors during school holidays (typically during the Easter and summer holidays), ensuring access to the school and supporting maintenance works.
- Be available during the Easter and summer holiday periods as required by the Headteacher, with flexibility depending on the work being completed.
- Provide support for school events and meetings, and occasionally work evenings or weekends as required.
- Ensure the security of the school site, acting as a **Key Holder** and responding to call-outs when necessary (e.g. alarm activations).
- Take the initiative to carry out practical DIY jobs and effectively use maintenance equipment and machinery to ensure the smooth running of the school.
- Carry out emergency cleaning duties, such as addressing spillages or accidents promptly.
- Supervise cleaning staff.
- Move furniture and other equipment for special events or meetings.
- Maintain the school grounds, including seasonal gardening, trimming and pruning, and clearing rubbish, leaves, snow and ice to ensure safety and accessibility, especially around fire exits and escape routes.
- Keep accurate records of cleaning supplies and ensure orders are placed when stocks are low.
- Receive and distribute ordered goods, materials and equipment, ensuring items are distributed appropriately to staff.

Skills and Experience:

- Ability to work independently and cooperatively with others.
- Be punctual, trustworthy and possess a good attendance record.
- Be supportive of the Islamic ethos and values of the school and adhere to all school policies and procedures.
- Practical DIY experience and the ability to operate maintenance equipment and machinery effectively.
- A flexible **'can-do' attitude**, with the ability to adapt to changing needs and responsibilities.
- A driving licence and vehicle are essential for the role.
- Previous experience as a caretaker, builder or site manager is highly desirable.
- A pleasant and approachable manner, with good communication skills.

How to Apply:

Please send your **CV** to the **Headteacher's PA, Huma Rehman**, at **h.rehman@mmps.miet.uk** to apply for this position.

Please note: Only shortlisted applicants will be contacted. If you have not been contacted regarding an interview within four weeks, your application will have been unsuccessful. We reserve the right to close the application deadline earlier than advertised due to a high volume of applications.

Safeguarding Recruitment Statement:

Our school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. We follow safer recruitment practices and all appointments are subject to:

- *An enhanced Disclosure and Barring Service (DBS) check*
- *Children's Barred List check*
- *Online and social media checks*
- *Verification of identity, right to work in the UK and qualifications*
- *Satisfactory references, including from the most recent employer*
- *Medical fitness check to ensure suitability for the post*

All staff are required to engage in safeguarding training and uphold the principles of Keeping Children Safe in Education (KCSIE).