



White Spire School
Rickley Lane, Bletchley, Milton Keynes, MK3 6EW.
E-mail admin@whitespireschool.org.uk
www.whitespireschool.org.uk
Telephone: 01908 373266



Headteacher: Miss Michelle Bartle

Caretaker L1

Salary: Grade MK: C2 £11,794 (actual salary)
Hours: 16 Hours per week, 52 weeks per year (hours open for discussion)
Start Date: ASAP

White Spire School is a Rec-19 year's special school in Milton Keynes. We cater for students with a primary need of cognition and learning.

Key Responsibilities

Working closely with the Site Manager, you will help ensure the school site is safe, secure, well-maintained and provides an excellent environment for pupils, staff and visitors. Duties will include:

- Assisting with site compliance, security, heating, lighting, cleaning and portage duties.
- Acting as a designated keyholder and providing emergency access to the school when required.
- Carrying out daily security checks, including unlocking and securing buildings at agreed times.
- Ensuring lights, equipment and other resources are switched off when not in use.
- Undertaking emergency cleaning duties as required.
- Carrying out minor maintenance, handyperson and temporary repair tasks.
- Reporting faulty equipment, maintenance issues and health and safety concerns to the appropriate person.
- Supporting the smooth day-to-day operation of the school site.

We Are Looking For

We are seeking a reliable, adaptable and proactive individual who takes pride in maintaining a safe and welcoming environment for our school community. The successful candidate will play an important role in ensuring that pupils and staff can learn and work in the best possible surroundings.

The ideal candidate will:

- Be dependable and able to work independently as well as part of a team.
- Have a positive attitude and be willing to support colleagues when needed.
- Possess good practical skills and be confident undertaking minor maintenance tasks.
- Be physically capable of carrying out manual handling duties
- Be committed to maintaining high standards of health, safety and security across the school site.

This is an excellent opportunity for someone who enjoys practical work and wants to make a real difference to the daily life of a school.

Visits to the school are warmly welcomed and encouraged. For further information or to arrange a visit, please contact Tracy Fenton on 01908 373266 or email admin@whitespireschool.org.uk.

To apply, please complete an application form (available from the school office) and return it to the school by the closing date (Please note we do not accept CVs). We look forward to hearing from you.

Closing Date: Midday Monday 9th November 2026
Shortlisting: W/C Monday 9th November 2026
Interview Week Beginning: W/C 16th November 2026

White Spire School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

"This post is subject to Safe Recruitment" and "An Enhanced DBS with Barring Check is required for this Post"

Shortlisted candidates will be subject to an online search.

"Milton Keynes Council is committed to making sure that everyone living in Milton Keynes is safe and protected and that our specific statutory responsibilities to safeguard children and vulnerable adults are effectively met"

