



Wakefield Grammar  
School Foundation

YOU'LL LIKE THE WAY WE

# WORK TOGETHER



HANDYPERSON



Information for  
Candidates

August 2025

# Contents

## 1. The Organisation

- a. The Foundation's Aim
- b. The Role
- c. Location

## 2. Job Specification

## 3. Person Specification

## 4. Terms of Appointment and Benefits

## 5. How to Apply

For further information about the Foundation please visit the website at [www.wgsf.org.uk](http://www.wgsf.org.uk)



# An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of independent day schools.

WGSF is conveniently located with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,600 pupils and around 400 employees covering both teaching and support staff. Governance comes from a governing body comprising of 11 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

## The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The Foundation will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.





# The Role

Wakefield Grammar School Foundation is seeking a reliable, proactive, and hands-on **Handyperson** to support the upkeep, safety, and functionality of our school buildings and grounds.

Working as part of the Estates Team, you'll undertake a wide range of tasks including basic joinery, general repairs, site security, setting up rooms for events, and assisting with statutory safety checks. The role will also involve occasional evening and weekend duties and support across all Foundation sites.

## Key Responsibilities:

- General maintenance and basic repair of fixtures, furniture, and fittings
- Supporting the Foundation Joiner with simple carpentry tasks
- Basic plumbing and decorating
- Security duties including opening/locking buildings and alarm checks
- Supporting event set-up and school logistics
- Health & safety checks including fire alarm testing and legionella sampling

## About You:

- Proven maintenance experience, ideally in a school or similar environment
- Practical skills across basic plumbing, decorating, and carpentry
- Positive, flexible, and team-oriented approach
- Committed to safeguarding and health & safety practices

A driving licence, experience of working on a school site and relevant qualifications in a trade, health & safety, or first aid are desirable but not essential.

Closing date: 9.00 am on 11th September 2025.

Further details and information on how to apply can be obtained from the recruitment section of our website [www.wgsf.org.uk/employment-opportunities/](http://www.wgsf.org.uk/employment-opportunities/) or by emailing the HR Department at [hr@wgsf.net](mailto:hr@wgsf.net)



# Job Description

Reporting to: Head Caretaker

Purpose of the role:

To ensure the school's buildings and grounds are maintained to a safe, clean, and operational standard by undertaking basic joinery tasks, general repairs, security duties, and supporting the daily operational needs of the school.

Main Duties and Responsibilities:

- Assist in the general maintenance and repair of school buildings, fittings, fixtures, and furniture, alongside the Foundation Joiner.
- Support the maintenance and monitoring of the school, including the swimming pool, plumbing repairs, and drain maintenance.
- Carry out security duties, including unlocking and locking buildings, performing weekly fire alarm testing, and conducting monthly emergency lighting checks while ensuring that records are kept up to date.
- Support school events setup and logistical pre-planning.
- Perform general maintenance tasks, such as delivering parcels and clearing rubbish and recycling to skips or containers as needed.
- Maintain Foundation vans/minibuses.
- Provide support at school events and sporting fixtures by acting as a car park marshal.
- Cover for absent caretaking staff across Foundation sites, including emergency call-outs.

# Person Specification

**The following person specification indicates areas of qualification and training, experience, knowledge and understanding, skills, behaviours and additional requirements. (E) are essential and (D) are desirable. These will all be measured by application form, interview or certification**

## Experience

- Experience in a general maintenance or facilities role, preferably in a school or educational setting (E)
- Experience in basic joinery, plumbing, and minor repair tasks (E)
- Experience of working independently and managing a varied workload (E)

## Knowledge

- Knowledge of safe use of chemicals and tools (COSHH awareness) (D)
- Familiarity with alarm systems, access control, and security systems (D)
- Knowledge of safe use of chemicals and tools (COSHH awareness) (D)

## Skills and competencies

- Practical skills in basic repairs, carpentry, plumbing, decorating, and general building maintenance (E)
- Ability to carry out physical tasks including lifting, climbing ladders, and outdoor work in various weather conditions (E)
- Ability to complete paperwork and maintain simple records (E)

## Behaviours

- Personal integrity honesty and reliability (E)
- An evidenced commitment to inclusion (E)
- Tenacity and resilience (E)

# Terms of Appointment

## Contract

This is a permanent position. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

## Appointment Date

To commence as soon as possible

## Hours of Work

Full Time

## Salary

£25,267 pa

## Pension Scheme

We offer a defined contribution pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

## Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

## Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

## Parking

Free on site car parking

## Lunches

Subsidised school lunches (term time only).

## Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Discounted Shopping
- Health Cash Plan
- Eldercare Concierge
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation
- A dedicated, well qualified and experienced teaching team, SLT and middle leaders
- A board of Governors who are passionate about the school and bring a wide range of expertise
- A School with Strong community Links and a supportive parent body

## Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.



# How to apply

Further details and information on how to apply can be obtained from our website [www.wgsf.org.uk](http://www.wgsf.org.uk) or by contacting the HR department at [hr@wgsf.net](mailto:hr@wgsf.net).

**The closing date for applications is 9.00 am on Thursday 11 September 2025 .**

**Interviews are expected to be held w/c 15 September 2025.**

