Grounds Person/Caretaker

Manchester High School for Girls

Information for Applicants

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Manchester High School for Girls

A Manchester High School Girl is known by her confidence and compassion. She is bright and passionate with a love of learning and is ambitious for herself and others. She is a kind, caring, well-rounded individual who wants to make a difference.

Our girls are remarkable.



Mrs Helen F Jeys – Head Mistress

At MHSG, we have been helping pupils achieve their potential since 1874 and have educated many women, who have made significant changes to our world. We are proud of our reputation for academic excellence but recognise that our extra-curricular opportunities and caring ethos are equally important in supporting our pupils as they become outward looking and forward- thinking young women.

Wellbeing is a priority and we help pupils develop an awareness of their own value as well as their responsibility towards others. We encourage our pupils to develop character; to build resilience, self- confidence and self-esteem so that they can flourish as individuals. We encourage them to aim high and be 'risktakers', embracing the importance of failure and viewing challenges as steppingstones to future progress.

We believe these qualities are fundamental for happiness and success both at school and in the world beyond Manchester High.

Our pioneering alumnae epitomise our approach. From the Pankhurst sisters who fiercely campaigned for women's voting rights, through to today's leaders, such as Deputy Political Editor of ITV News, Anushka Asthana, Catherine Mayer, Cofounder of the Women's Equality Party and Dr Kotska Wallace, Principal Engineer at the European Space Agency, our pupils go on to make a real difference.

Manchester High School for Girls does indeed have a long and distinguished history but we strongly believe an even more exciting future lies ahead.

Manchester High School for Girls

Manchester High School for Girls is one of the leading independent girls' day schools in the country. It is a selective, academic school and is amongst the top schools nationally.

For over 150 years, Manchester High School for Girls has taken pride in giving girls an academic education of the highest quality. Founded in 1874, the School has made a pioneering contribution to the development of women's education. All three of Mrs Pankhurst's daughters were educated here. The School takes its inspiration from its traditions and continues to produce students who distinguish themselves in many professions, becoming role models of successful and influential women. The character of the School has also been shaped by its accessibility to girls from a wide variety of social, cultural and religious backgrounds so that a community has developed which both values individuality and promotes tolerance.

The School is a nondenominational, independent day school, which has charitable status. It is also a member of the Girls' Schools Association and of the Association of Governing Bodies of Independent Schools. Since 1893, the School has provided means tested financial support for a significant number of girls. A range of school bursaries is currently offered in order to make places available to those from low income families, and currently approximately 10% of girls in the Senior School are in receipt of some form of financial assistance.

The girls are drawn from a broad geographical area including Greater Manchester, Cheshire, Derbyshire and Lancashire. Special buses transport most of the girls to school and there is a supervised 'girls only' bus serving both the preparatory and the senior girls who live in the Hale, Altrincham and Bowdon areas. Admission to the Senior School is by examination and interview. Entry to the Preparatory School is from the age of three and sometimes occasional vacancies are available for entry at other ages.

Admission is selective by means of an assessment for infants and an entrance examination in Mathematics and English for the juniors.

The Senior School caters for girls from eleven to eighteen and the Preparatory School provides for girls from three to eleven. Most girls in the Preparatory School progress into the Senior School. The majority of our eleven year old entrants, however, are drawn from many other schools, both independent and maintained primary. Some are admitted at sixteen to pursue Sixth Form courses.

The Curriculum and Timetable

Upon entry, girls are placed in one of four parallel form groups in which they are taught for most subjects, although setting is implemented in some subjects. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE and A-level.

The School offers a wide choice of subjects at A-level and GCSE, with over 20 subjects offered at each level. Girls take the equivalent of nine or ten GCSEs, followed by 3 A-levels in the Sixth Form. Almost all leave to pursue a degree at a university of their choice and, each year, a significant number gain admission to Oxford or Cambridge.

Pastoral Support, Care and Guidance

Highly effective systems of student support have been established where the roles of the Form Tutor, Head of Year and Head of Section are pivotal. The work of the pastoral team is greatly enhanced by the School Nurse and the School Counsellor. Other key staff who contribute to the provision of pastoral support, care and guidance include the Director of Sixth Form, a SENco, Well Being Coordinator and Head of Careers. Administrative support for the work of the Deputy Head (Pastoral Care), Heads of Section and the Heads of Year is provided by the Pastoral Secretary.

Current staffing

The Head's Personal Assistant is also the Office Manager and there are 14 other ancillary staff supporting the offices of the Head and the Director of Finance & Operations, as well as providing administrative assistance for the teaching staff. In addition, there is an Estates Manager and six maintenance staff.

Extra-curricular activities

There is a wide variety of extra-curricular activities, which are well supported by girls and teachers. Many take place at lunchtime but, in addition, there are numerous theatre visits and field trips which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. Every year there are drama productions and music festivals; the School's performance activities have an excellent reputation. There is a full schedule of sporting fixtures including netball, cross country, hockey, athletics, tennis, rounders, swimming and water polo. All girls in Year 7 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

Development and Marketing Department

The School's Development and Marketing Department is split across the two functions. The marketing side of the team is responsible for overseeing anything related to the Manchester High School for Girls 'brand' and promoting what is on offer here to prospective parents and students through advertising and PR. The team also maintain the School's various social media platforms and website.

The Development aspect of the department's work involves maintaining links with over 4,000 members of the School's alumnae community and raising funds for the School's Bursary Fund. The team is heavily involved in organising a number of flagship events in the Manchester High calendar, including the annual Founders' Lecture. The links the department has are vital in enabling the School to build close working relationships with the Manchester business community and the team also supports the Careers Department by managing Project Pankhurst (our alumnae mentoring scheme for Sixth Formers) and the 'Insight Into…' careers panel events.

Inspection and Future Plans

The Independent Schools Inspectorate (ISI) conducted an inspection of Manchester High School for Girls in September 2024 and the School was found to be fully compliant with all of the regulatory requirements.

A strategic development plan, which runs from 2024-2027, is in place. The School is continuing to work to maintain a culture in which learning is preeminent and in which change is welcomed in the pursuit of improvement.



Agreed Statement of Educational Purpose and Aims

Our purpose

Manchester High School for Girls was founded in 1874 "To impart to the girls the very best education which can be given and to fit them for any future which may be before them".

Today, the School maintains these guiding principles by encouraging each individual pupil to achieve educational excellence over a broad range of subjects and to develop an awareness of her own value and a sense of responsibility towards others.

Our aims

The School aims to:

- Develop an understanding of the value of education as an end in itself and to instil a love of excellence and culture.
- Encourage the achievement of the highest academic standards and individual potential.
- Provide a broad and varied range of subjects and activities offering each girl the opportunity to develop her talents within a single sex school.
- Educate the whole person so that girls leave school with a sense of self-worth, self-discipline, and an ability to contribute with confidence in an increasingly competitive and technological world.
- Draw on the School's social, cultural and religious mix of pupils, to enable girls to live and grow in an atmosphere of mutual respect.
- Encourage qualities of caring, kindness, honesty and loyalty and to foster high moral standards.

The post, job description and person specification

Main Responsibilities

To assist the Estates Manager as a member of the Estates Team to ensure that the buildings, grounds, services and facilities of the school are maintained in good, safe working order to acceptable/required levels.

To assist the Estates Manager in the provision of the caretaking (including security) of the buildings, and the school site.

Ground Duties:

- To undertake grounds maintenance duties, e.g. grass cutting, hedge trimming, shrub pruning, weeding & clearance of leaves, overmarking of sports areas (pitches, squares and athletics tracks).
- Upkeep and maintenance of artificial/synthetic playing areas and tennis courts.
- To undertake minor horticultural operations, e.g. ground preparation, planting, turfing, seeding and pruning.
- To undertake the erection, dismantling and maintenance of sports equipment, i.e. hockey, tennis nets.
- Liaise closely with appropriate sports staff to ensure the availability of sports pitches and equipment.
- Upkeep of all trees and major hedges, and clearing leaves and weeds from appropriate areas.
- Ensure the highest standards of work are achieved in an efficient and timely manner.
- Provide effective materials and machinery management to ensure all equipment is correctly stored and maintained.
- Ensure work areas and the maintenance shed is kept clean, tidy and secure at all times.
- Maintain cleanliness and general tidiness of all external hard areas.
- Clean and clear all external drains and gullies etc. to ensure effective and healthy operation in accordance with Health & Safety procedures.
- Keep entrances to the school, inside and outside, clean and clear of obstructions at all times.
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
- Carry out minor works in order to improve the site as required by the Estates Manager.

Caretaking Duties

- To assist in the set up of equipment for functions both for school activities (e.g. Parents' Evenings and School Examinations and all lettings.
- To provide general caretaking and porterage on the school's premises. This includes, amongst other things, duties such as setting out and clearing away furniture and equipment, delivering goods to departments, morning road crossing duty and car parking duties, escorting contractors around the site.
- To assist in the opening and closing of school premises when required, including gates, doors, windows, fire exits, etc., for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services.
- Follow and work to all Estates Risk Assessments and safe systems of works, in line with Health & Safety regulations and ensure that work is carried out to a safe manner.
- Possess a sound understanding of legislation relating to chemicals and dangerous substances (COSHH).
- To assist the Estates Manager in the daily monitoring of the heating and ventilating systems to ensure that satisfactory temperatures are maintained.
- To ensure that litter across the full site is controlled and kept to a minimum.
- To assist in the monitoring of the maintenance request lists and to carry out tasks of grounds maintenance and repair.
- To assist in the keeping of all maintenance tools and equipment in good order and secure.
- To be prepared to carry out procedures in the event of an emergency.
- To carry out emergency cleaning duties in the absence of the cleaning team, as required including the cleaning of bodily fluids.

General Duties

- To respond to any other reasonable request that is broadly in line with your general duties.
- Undertake any other work as reasonably requested by the Estates Manager.
- Be familiar with the school's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children
- It is your responsibility to be conversant with the school's Health & Safety policy and the contents of the Health & Safety section of the Staff Handbook and be active in the observance of the rules therein.
- Notwithstanding the detail of this job description, it may be varied by the Headmistress from time to time up to a level consistent with the duties detailed above.

Responsible to: The post-holder will be responsible to the Estates Manager

Hours: The post is for 37 hours per week, full-time Monday to Friday and all year round. 7am to 4pm but with some flexibility. Overtime is available during the academic year for evening events and occasional weekend events.

Salary: The salary for the post is Point 12 of the Support Staff Pay Scales, which equates to an actual salary of between £26,070 per annum.

Person Specification

The successful candidate must have the following skills and abilities:

Essential Skills and Abilities	• Have good knowledge of grounds maintenance, DIY skills and a practical aptitude for all general building and grounds maintenance. • Able to work as part of a team and also independently, as required • Honesty, flexible and reliability. • Self-motivation. • Good organisational ability. • Be capable of working under pressure and also on their own initiative as required. • Have an awareness of Health and Safety and a willingness to undergo appropriate training where and when needed. • Full Drivers Licence. (preferable) • Enjoy working outdoors and in a school environment.
Desirable Criteria	• Previous experience is desirable

Additional Information

Salaries and Other Benefits

- There is a 25% discount on school fees for the daughters of full time members of staff. For part time staff, the discount is pro-rata
- There is a generous staff training budget. All colleagues are encouraged to continue their professional development.
- Colleagues are served by two of our catering team throughout the day. Tea and coffee are provided at break and at the end of the school day.

Other Information

- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- MHSG is committed to equal opportunities for all of its employees and its policy is available on request.
- The School has a no smoking policy throughout the premises, and a smart dress code.
- All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure & Barring Service (DBS), which must be cleared before the appointment, is confirmed. Candidates will be required to submit the subsequent DBS certificate to the School prior to their employment. All candidates are also required to present their examination qualifications for inspection at the interview stage.
- In accordance with the Asylum and Immigration Act 1996, the Governing Body will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the United Kingdom.
- Manchester High for Girls adheres to the Data Protection Act 1998.We will obtain information about you including any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.
- Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.
- The School website, www.manchesterhigh.co.uk, is regularly updated and has a wide range of additional information, including the full ISI Regulatory Compliance Inspection reports.

Child Protection & Safeguarding

This role involves contact with children and engagement in "regulated activity" as defined in the DFE document "Keeping Children Safe in Education 2026. A copy of our policy can be found on our website.

Manchester High School for Girls (the School) is committed to acting in the best interests of the child and will take actions to enable all pupils to have the best outcomes. The safety and welfare of children is the statutory responsibility of all those who come into contact with them in the School.

All staff, volunteers and governors will be proactive in trying to identify possible safeguarding issues and will report concerns immediately to one of the School's Designated Safeguarding Leads (DSLs).

Arrangements for Applicants

1. Please apply by submitting to the Head Mistress at **recruitment@mhsg.manchester.sch.uk:**

   • a fully completed application form, including examination grades, dates of awards and the names and contact details of two referees, one of whom must be your current or most recent employer. Applicants should note that we write for references during the selection procedure and the School will check with past employers as to the suitability of a candidate to work with children. Applicants should also note that certificates are required for all qualification listed on the application form.

   • a supporting letter outlining how your experiences and/or personal qualities would enable you to contribute to the development of a thriving department and school.

2. The closing date for receipt of applications is Thursday **26th November 2026 at 9:00am.**
3. Interviews will take place on **Monday 30th November 2026**
4. Unfortunately, we are not able to acknowledge all applications, but applicants who have not been invited for interview by the date indicated above should assume that, on this occasion, their application was unsuccessful.


This is
Manchester
We do
things
differently
here. . .