



TO CARE  
TO LEARN  
TO ACHIEVE

**BEDFORD HIGH SCHOOL**  
A Specialist Business and Enterprise College  
with Applied Learning  
Headteacher: Mr P McCaffery

January 2022

Dear Colleague

**Re: Caretaker – required as soon as possible**

Thank you for your interest in the post of Caretaker at Bedford High School. We seek to appoint an effective and enthusiastic Caretaker to undertake general maintenance, gardening and security duties as directed on school premises and site. You will be responsible for site security, health and safety issues relating to the school grounds and buildings and will liaise with external contractors as required. The successful candidate will be able to establish good working relationships and team working with the wider school community. You will be hardworking, honest, dependable, flexible, organised and able to maintain an environment for learning that is clean, welcoming, safe and secure for all staff, students and visitors.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' in our last Ofsted inspection. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability.

In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) and return it to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) or post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school's address. Details relating to this post are available on the school's website [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

**Closing date: Sunday 30<sup>th</sup> January 2022 at midnight**  
**Interview date: TBC**

I very much look forward to receiving your application.

Yours faithfully

Mr P McCaffery  
Headteacher

Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 909 009

[enquiries@bedford.wigan.sch.uk](mailto:enquiries@bedford.wigan.sch.uk)

[www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

@BedfordHighSch

@Bedford High School Live



Artsmark  
Platinum Award  
Awarded by Arts  
Council England

