



Thomas Mills

High School & Sixth Form

Headteacher: P J Hurst BA MA MBA MSc NPQH

Thomas Mills High School & Sixth Form

Saxtead Road, Framlingham, Suffolk, IP13 9HE

T: 01728 723493

E: inmail@thomasmills.suffolk.sch.uk

thomasmills.suffolk.sch.uk

August 2026

Dear applicant

Post Title: Caretaker/Handyperson/Cleaner

The Post

Thank you for your interest in the above vacancy. Our excellent Site Team comprises of a Business Manager, Site Supervisor, and a Cleaning and Maintenance Team.

The purpose of the job is to support the daily operation of the site. As with many school roles you can expect a variety of tasks which could include general maintenance and upkeep, cleaning duties, assisting with school events for example. The enclosed Job Description will provide more details.

We are looking for someone who is hardworking, enthusiastic, adaptable and willing to learn. It is essential that you are able to understand the importance of health and safety considerations. It is not essential that you have maintenance skills but clearly these are useful. However, if you have particular skills please let us know. Although sometimes you will work as part of a team on other occasions you will need to work independently - we therefore require someone who is reliable and able to get on with the allocated tasks.

As we have an immediate vacancy we may interview before the deadline in order to appoint a well-qualified candidate to work with our pupils. We are open to part-time or a job share. Subject to satisfactory probation, the position may offer the opportunity to become resident on site.

The School

Thomas Mills High School is a flourishing 11-18 high school at an exciting stage of its development. I hope the enclosed information encourages you to apply. Our staff are essential to the success of the school and, if appointed, you would be joining a valued and hardworking team. We do have a Recruitment and Selection Policy which can be found on the School website under Governance.

The school is situated in the pleasant and historic town of Framlingham, and it is a place of learning. Results are consistently excellent, and we are justifiably proud of our academic excellence. High expectations from our students and well qualified staff lead to quality teaching and learning. Students make very good progress during their time here and move successfully into university (including Oxbridge) or employment. Our academic results consistently place us as one of the highest performing schools in Suffolk.

Our curriculum is distinctive and broad and balanced including Sixth Form provision. The school is large enough to provide a range of options and facilities and yet small enough for students to develop as individuals. There is an impressive range of extra-curricular activities which support our students as they become confident learners and active members of the community. Visitors often remark on the calm, purposeful and self-disciplined atmosphere. Our school ethos is shaped by our Charter of Values which blends tradition and innovation.

The school has been awarded World Class Schools status and this is excellent validation of our wider educational opportunities and high standards.

Application

If the details of the post appeal to you, please write a letter (no more than one side of A4) explaining how your skills and experience has prepared you for the role.

All applicants will be afforded equal opportunities. The school is also committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants should be aware that Thomas Mills High School will undertake a general online search as part of the application process and by completing the application form agree for us to do so.

We encourage suitable applicants to get in touch and apply early. We reserve the right to interview and appoint ahead of this deadline if we get an appropriate calibre of candidate(s).

I look forward to hearing from you,

Yours sincerely



Philip Hurst
Headteacher