

JOB DESCRIPTION



Title	Caretaker
Hours	Full time
Contract Type	Fixed Term until 23 July 2027
Reporting to	Site Manager, Business Manager or Headteacher

Main purpose

To assist the Head Teacher/Site Manager in ensuring the effective management, organization and supervision of all matters relating to, and all staff involved with the school's premises, providing a clean and safe environment for users of the buildings and grounds.

Duties and responsibilities

- Ensure physical security of premises when on duty
- Maintain the premises such as painting/decorating and other DIY.
- Carry out minor repairs.
- Undertake fire alarm testing and fire safety practices and procedures that are carried out in accordance with school requirements.
- Undertake portorage to include the moving of equipment, furniture, the setting up and reinstatement of all areas.
- Maintaining appropriate tidiness and cleaning standards in the school building and its grounds.
- Monitor and inspect premises, identifying areas that require attention to include cleaning and maintenance defects and arrange for, or rectify, those defects as required.
- Ensure the safe receipt, storage and distribution of deliveries.
- Ensure there are always sufficient supplies of fuel, salt and other commodities and ensure that plant and equipment is energy managed.
- Gardening where appropriate.
- Coordinate and execute daily School Street road closure.

Administration

- Maintain appropriate records and information systems (such as the Health & Safety Matrix).

Resources

- As part of the Site Team, ensure certification and safe storage of deliveries to school.
- Operate relevant equipment, e.g. fire equipment and heating plant.
- As part of the Site Team, share in the responsibility for security of valuable equipment and premises.

Responsibilities

- Ensure the security of and access to the premises at all times.
- Take part in the carrying out of periodic fire drills, and checking the systems applicable in accordance with the requirements of the school.
- Required to attend pre booked lettings in accordance with schools practices and procedures.
- As a registered key holder, be required to attend emergency call outs out of normal school hours.
- Attend meetings and participate in training as required.

Contacts and Relationships (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Management and Leadership (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Council's performance appraisal/ performance related pay/ performance development scheme in order to develop and enhance personal and service performance.

Equalities

Implementation of the School's equality policy and its statutory responsibility with regard to other individuals and service delivery.

This list is not exhaustive and the post holder may be required to undertake other duties as reasonably required.

This job description may be amended at any time in consultation with the post holder.

Last reviewed by:	Business Manager	June 2026
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PERSON SPECIFICATION



Title	Caretaker
Qualifications and training	<ul style="list-style-type: none">• NVQ 1&2 in Cleaning and Support Services or equivalent experience (desirable).• BICS qualifications or equivalent in relevant discipline or experience (desirable).
Experience	<ul style="list-style-type: none">• General experience of premises management.
Skills, knowledge and ability	<ul style="list-style-type: none">• Ability to use relevant equipment, materials and chemicals.• Health and Safety, including use of chemicals COSHH, Manual Handling, Fire Safety, including drills, use of equipment, practices and procedures, Use of ladders, lifting, cleaning etc.• Understanding of and compliance with child protection procedures and lone working.• Be able to work as both part of a team and as a lone worker.• Be self-motivated.• General knowledge of DIY and unskilled maintenance.• Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials.• Ability to communicate with a wide range of people.• Knowledge and understanding of the security and tenure of premise.
Special requirements	<ul style="list-style-type: none">• Ability to attend site as an emergency call out.