



# Job description

Post:	Caretaker
Hours:	7.15am to 9.15am 12pm to 5.30pm (includes 30min unpaid break) 25 days annual leave (to be taken during school holidays)
Post holder:	
Responsible to:	School Business Manager
Effective from:	February 2026
To be reviewed:	Annually

This appointment is made subject to the terms and conditions of employment as laid out by the Human Resources department at the London Borough of Richmond upon Thames.

The job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

All staff employed at Orleans Primary should be aware of their responsibilities towards the health and well-being of all children in the school. This is particularly with respect to health and safety issues and the Safeguarding of children. All staff should read and understand the statutory guidance Keeping Children Safe in Education, part 1.

## Purpose of the post

Under the direction of the School Business Manager take a proactive role in the successful day to day operation and ongoing and long term maintenance of the school buildings and grounds. Ensure Health and Safety compliance and that all risk assessments are up to date.

## General Responsibilities

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health and safety of the site
- To undertake repairs and DIY

## Premises Management

- To monitor the day to day maintenance, repair and cleaning of the school
- Develop and maintain a maintenance schedule to ensure that repair and/or replacement works are planned for in advance, including redecoration



- Follow the premises schedule for daily, weekly, monthly, annual routine tasks and provide documentation of completed tasks, for example to keep the gutters, gullies and drains free of leaves and other debris
- Monitor work requests on the Premises Maintenance log ensuring that day to day maintenance tasks and requests for work are undertaken as expediently as possible and actions recorded in a timely manner
- Respond to the need for repairs or maintenance as a matter of urgency – monitor and report on the progress of repairs if they require specialist attention
- Be responsible for obtaining estimates for proposed works in line with audit requirements. Discuss estimates with SBM, and Executive Headteacher to reach a conclusion
- Monitor external contractors whilst on site ensuring that they adhere to health and safety standards and are clearly identified as visitors

### **Security**

- To be responsible for the security of the premises, liaising with our security company and emergency services in this respect as necessary
- To be responsible for unlocking and locking up the school
- Be a key holder and respond to emergencies as necessary
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure that the call points, intruder alarms and emergency testing are tested weekly and results are recorded
- To monitor, report and advise the SBM/Head of School/Headteacher on all security matters
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of all equipment as necessary to ensure the smooth operation of both school functions and outside lettings

### **General Site Duties**

- Record meter readings for all utilities
- To set and monitor the school heating and hot water systems
- Keep the school and grounds in a clean and tidy condition. Hard surfaces swept as required, bins emptied daily (and washed out as needed), litter cleared as required
- To ensure the halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and hygiene standards and regulations are met
- Distribute deliveries in a timely manner so that the entrance to the school is kept clear at all times
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, fire fighting equipment, lighting conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes etc. are changed as necessary
- To ensure PAT testing is carried out
- To clear up bodily fluids after accidents adhering to health and safety procedures

### **Health and Safety**

- To ensure that your working practices comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding etc.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health and Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant to the School's Health and Safety Policy and Procedures



### Administration

- To order repairs and maintenance items in liaison with the SBM following the ordering and approval process
- To maintain logs of all inspections and checks carried out
- To establish and maintain a list of repairs/improvements
- To maintain all tools and equipment in good repair and arrange for the training on their safe use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist the SBM with putting out tenders and obtaining quotes
- To carry out regular H&S inspections and Risk Assessments

### Contract Supervision

You will be required to supervise the quality of work and manage the following contractors:

- contract cleaning company, ensuring a clean, tidy and well maintained school
- grounds maintenance company, ensuring the grounds are maintained to a high standard
- any contract associated with the general purpose of this post

### Other duties:

- Support OPPTA with their fundraising activities
- Undertake training as and when required and take part in the performance management cycle
- Any other duties as reasonably requested by the SBM, Head of School or Executive Headteacher
- Playground duty as needed
- Ensure the main hall is cleaned effectively during and after service

### Annual Leave

Annual leave will be granted according to the needs and priorities of the school and as such will be during the school holidays or via pre agreement during term time. You will be required to attend specific training throughout the year.

This job description may be amended at any time following discussion between the Head of School / Executive Headteacher and the member of staff, and will be reviewed annually. Your job description should be available at your annual professional development interview and during the process of your Performance Management.

Signed:..... (postholder) Dated: .....

Signed: ..... (Headteacher) Dated: .....

**Orleans Primary School Handbook:** The purpose of this document is for you to acknowledge that you understand the core responsibilities that apply to all staff employed at Orleans Primary: general expectations of conduct and key procedures especially those that relate to Safeguarding, Health and Safety, GDPR, online safety, and behaviour. A copy will be placed in your personnel file. 'I acknowledge that I have read and understood the contents of the Orleans Primary School Handbook and Keeping Children Safe in Education Part 1.'



Signature: .....

Date: .....

**On-line presence:** Staff should be aware that they must ensure that their on-line presence is conducted in a manner that is appropriate to their professional responsibilities and commitment to present a positive and professional role model as described in the Teachers' Standards and terms and conditions of employment.

Signature: .....

Date: .....

**Declaration of interests:**

I declare that I do not have any interests outside my employment that could result in actual or perceived conflict: ✓ ☐

I declare that I do not have any interests outside my employment that could result in an actual or perceived conflict apart from the ones listed below: ✓ ☐

Signature: .....

Date: .....

## Example of time table



7.15 am to 8.45am	Bring milk and fruits in school Check/Clear playground Bins Odd jobs/DIY Compliance checks Refill soap/ toilet paper / hand towels across school
8.45am to 9.15am	Gates duty
12pm to 1.30pm	Ensure the main hall is cleaned effectively during and after service so that it is ready for afternoon PE classes
1.30pm to 2pm	Health & Safety checks / inspections
2pm to 3.15pm	Check and clean children's toilets
3.15pm to 3.45pm	Gates duty
3.45pm to 5pm	Repairs, DIY / decorating Compliance checks Health & Safety checks / inspections / test Update logs