



Malvern Wyche C of E Primary School

Lower Wyche Road, Malvern, Worcestershire WR14 4ET

T/F: +44 (0)1684 573 205 • office@wyche.worcs.sch.uk • www.wyche.worcs.sch.uk

Job Description - Caretaker

JOB PURPOSE

To maintain a clean, attractive, secure and welcoming site through a process of regular cleaning and routine and scheduled maintenance of buildings, grounds, fixtures and fittings.

JOB RESPONSIBILITIES AND TASKS

Specified tasks from the attached list.

POSTS AT THIS LEVEL:

- Consist of more involved tasks which require a good standard of practical knowledge and skills.
- Have no supervisory responsibility for other staff; may assist in the induction of new colleagues.
- Work is largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems.
- Contact with other people relates to well established matters but sometimes involves dealing with issues where the outcome may not be straightforward.
- Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives. Decisions have a noticeable effect on the internal operations of the school or on the provision of service to pupils or parents.
- Have responsibility for the proper use and safekeeping of larger vehicles and larger items of plant and machinery and/or have responsibility for the security and maintenance of the buildings and site of a small size school.
- Work requiring normal physical effort with periods of substantial effort; or normal physical effort occasionally in awkward postures or prolonged effort in a constrained position involving considerable manual dexterity.
- Work includes significant elements of inside or outside work involving some exposure to moderate noise, heat, cold, disagreeable or difficult surroundings/conditions.



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QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED

- Relevant qualification and/or experience/practical skills in one of more of the following areas:
 - Plumbing
 - Carpentry
 - Painting/decorating
 - Building work
- Organisation and communication skills
- The ability to support staff/respond to suppliers and contractors through fluent and accurately spoken English (include where appropriate)
- Knowledge of Health & Safety; manual handling; COSHH
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these

PRINCIPAL CONTACTS

Pupils, teachers, reception staff, cleaners, contractors.