JOB DESCRIPTION

Caretaker
Job Pack
November 2026

Salary: £26,847 to £27,709 per year (PASS Scale 4, NJC points 6–8)

Contract: Permanent, 35 hours per week. Full time – with annual leave.

Closing date: 12 noon on Thursday 3 December 2026

Applications: Email your completed application form to recruitment@stjohnbosco.org.uk

Responsible to: Headteacher
Business Manager
Site Manager

Statement of Purpose:
To work under the direction and instruction of Site Manager and senior staff to provide routine caretaking and cleaning tasks to support the effective operation of the college.

Security and Safety:
▫ Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out (on a rota basis).
▫ Check that the heating and lighting systems are operating satisfactorily and checking their efficiency with regard to energy conservation.
▫ Check fire and/or security alarms are working satisfactorily.
▫ Ensure that premises are in a safe, tidy and satisfactory condition prior to use.
▫ Maintain vigilance for Health and Safety concerns in and around the building including checking outside area for syringes, broken glass etc. and disposing appropriately.
▫ To provide on-site security during working hours, and the supervision of the buildings and grounds to prevent damage and nuisance.
▫ To help with the setting up and clearing away of equipment and furniture required for curriculum, events and community use.

Maintenance and Cleaning:
▫ Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
▫ Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. printer paper, toilet rolls, soap, towels, etc.
▫ Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after contractors during school closure periods.
▫ Litter picking on and off site.
▫ To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
▫ Replacing door handles, light bulbs, locks, door and window catches.
▫ Touching up paintwork and minor redecoration tasks.
▫ Minor repairs to furniture, including curriculum equipment.
▫ Minor improvements to include putting up small shelves and display boards in classrooms.
▫ Minor plumbing jobs – e.g. unblocking sinks and replacing washers.

Resources:
▫ General portage and collection activities.
▫ To maintain appropriate records. To report emergencies in the case of faults with gas, electric and water supply to the Site Manager.

▫ To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
▫ Drive the school minibus and trailer as and when required.

Support to School:
▫ Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
▫ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
▫ Be aware of, support and ensure equal opportunities for all.
▫ Contribute to the overall ethos/work/aims of the college.
▫ Appreciate and support the role of other professionals.
▫ Attend and participate in relevant meetings as required.
▫ Participate in training and other learning activities and performance development as required.
▫ Assist with student needs as appropriate during the school day.

Health and Safety:
The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to. Site staff are expected to wear designated uniform in addition to any given PPE for specific tasks.

Any other duties as required by the college, that are commensurate with the grade.

Person Specification:

Essential criteria	Measured by
Experience ▫ Good numeracy and literacy skills ▫ Driving license would be advantageous	**Application form / interview**
Qualifications/Training ▫ A current First Aid at Work Certificate, or be prepared to acquire and maintain one. ▫ A good level of ICT skills and willingness to maintain and develop these. ▫ A good understanding and ability to use relevant equipment / technology. ▫ Ability to work constructively as part of a team. ▫ Ability to relate well to children and to adults	**Application form / interview**
Behavioural Attributes ▫ Customer focused. ▫ Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. ▫ Open, honest and an active listener. ▫ Takes responsibility and accountability. ▫ Committed to the needs of the pupils, parents and other stakeholders	**Application form / interview**

and challenge barriers and blocks to providing an effective service. ▫ Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. ▫ Is committed to the provision and improvement of quality service provision. ▫ Is adaptable to change/embraces and welcomes change. ▫ Acts with pace and urgency being energetic, enthusiastic and decisive.	
Knowledge/Skills ▫ Communicates effectively. ▫ ICT skills, computer or iPad usage for daily work task logging and communicating. ▫ Has the ability to learn from experiences and challenges. ▫ Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	**Application form / interview**