Job Description: School Caretaker

Job Title: School Caretaker

Location: Wapping High school

Reports to: School Business Manager

Salary: TBC

Contract Type: Full-Time

Working Hours: 7:00am – 3:00pm, with some flexibility required

# Job Purpose

To ensure the security, safety, cleanliness, and general maintenance of the school premises and site. The caretaker plays a key role in maintaining a welcoming, safe, and functional environment for staff, students, and visitors.

# Key Responsibilities

## Site Security and Safety

* Unlock and lock school buildings and gates daily.
* Carry out security checks and respond to alarms or emergency call-outs.
* Ensure the premises are safe for use, including during severe weather.

## Maintenance and Repairs

* Carry out minor repairs, such as changing light bulbs, unblocking drains, basic plumbing, and carpentry.
* Report major faults and liaise with contractors as required.
* Maintain records of work done, incidents, and safety checks.

## Cleaning and Hygiene

* Ensure the school grounds are tidy and litter-free.
* Carry out emergency cleaning when needed (e.g. spills, sickness).
* Support the cleaning team and oversee cleanliness standards.

## Health & Safety

* Carry out regular health and safety checks and keep records.
* Ensure all fire exits are operational and accessible.
* Check and replenish hygiene supplies (e.g. soap, toilet paper).

## Grounds and Facilities Management

* Ensure playgrounds, paths, and car parks are safe and maintained.
* Support with setting up furniture for events, exams, or meetings.
* Monitor and manage heating, lighting, and water systems.

## Deliveries and Supplies

* Receive and distribute deliveries.
* Maintain stock of maintenance and cleaning supplies.

# Person Specification

## Essential

* Basic DIY and maintenance skills.
* Reliable and punctual with a strong work ethic.
* Able to work independently and as part of a team.
* Good communication and interpersonal skills.
* Awareness of safeguarding and health & safety.

## Desirable

* Previous experience in a school or similar environment.
* Knowledge of COSHH and manual handling regulations.
* First aid training or willingness to undertake it.

# Additional Information

* This role may require occasional evening or weekend work.
* An enhanced DBS check will be required prior to employment.
* Training and support will be provided.