

# Caretaker

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## JOB DESCRIPTION

### Purpose:

To ensure the school site is safe, secure, clean and well maintained, supporting a positive learning environment for pupils, staff and visitors.

### Responsible to:

Head of School; Compliance Manager; Federation Business Managers

### Main Responsibilities

#### Security

- Act as a key holder, opening and locking the school as required
- Ensure all windows, doors and gates are secured when the site is not in use
- Maintain vigilance over site security and report any concerns

#### Cleaning & Site Presentation

- Maintain high standards of cleanliness across the school site
- Support cleaning provision, including ordering supplies and replenishing consumables
- Undertake deep cleaning during school holidays as required
- Ensure grounds are tidy, litter-free and well presented
- Support upkeep of outdoor areas including gardens, hedgerows and play spaces

#### Health & Safety & Compliance

- Carry out routine health & safety checks and maintain accurate records
- Check fire alarms, emergency lighting and firefighting equipment regularly
- Ensure safe storage and use of cleaning materials
- Support compliance with COSHH and health & safety procedures
- Assist with statutory checks (e.g. PAT testing coordination)
- Support preparation for inspections and audits

#### Routine Checks & Site Operations

- Monitor and maintain cleaning equipment and site resources

- Check and replace lighting, batteries and consumables as required
- Ensure heating systems are functioning and adjusted appropriately

#### Maintenance & Repairs

- Carry out minor repairs and basic maintenance tasks
- Identify and report larger maintenance issues
- Liaise with contractors and support site works

#### Porterage & Events

- Manage deliveries and move equipment or resources as required
- Set up and clear spaces for school events and activities

#### Energy Efficiency & Sustainability

- Monitor and reduce energy and water usage where possible
- Support recycling and waste reduction initiatives
- Work with the school community to promote sustainability

#### Swimming Pool (where applicable)

- Prepare, maintain and decommission the pool seasonally
- Ensure safe handling and storage of pool chemicals

#### Emergencies & Weather Response

- Support emergency opening/closure of the school
- Implement frost protection and gritting procedures
- Respond to incidents such as fire, flood or vandalism

## PERSON SPECIFICATION

Category	Essential – The Applicant will have...	Desirable – The Applicant may have...	How Identified
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic awareness of health &amp; safety in the workplace</li> <li>• Understanding of the importance of maintaining a safe, clean and secure environment</li> <li>• Willingness to learn site procedures and safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH regulations and safe chemical handling</li> <li>• Understanding of school site compliance requirements (e.g. fire safety, PAT testing, risk assessments)</li> <li>• Knowledge of energy efficiency and sustainability practices</li> </ul>	Application Form Interview

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of general cleaning, maintenance or practical tasks (workplace, home or similar)</li> <li>• Willingness to undertake a varied role including cleaning and site duties</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a caretaking, site management or facilities role</li> <li>• Experience working in a school or similar environment</li> <li>• Experience of carrying out health &amp; safety checks and maintaining records</li> <li>• Experience liaising with contractors or managing site works</li> </ul>	Application Form References
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team</li> <li>• Ability to follow instructions and work in an organised manner</li> <li>• Ability to use initiative and respond to day-to-day site needs</li> <li>• Basic problem-solving skills</li> <li>• Willingness to follow safeguarding and health &amp; safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage and prioritise a wide range of site responsibilities</li> <li>• Confidence in carrying out minor repairs and maintenance tasks</li> <li>• Ability to support others in health &amp; safety practices</li> </ul>	Interview References
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Reliable, punctual and trustworthy</li> <li>• Willingness to undertake training and development</li> <li>• Ability to carry out physical duties</li> <li>• Flexible and proactive approach to work</li> <li>• Professional, respectful and able to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised training in health &amp; safety, site management or facilities (e.g. COSHH, fire safety, first aid)</li> <li>• Demonstrates leadership in maintaining site standards or supporting others</li> </ul>	Interview References