



Ordsall Primary School



Head Caretaker – Job Description

Hours: 12:30pm – 6:00pm, Monday – Friday (27.5 hours per week)

Grade: 4

Contract: Permanent, All Year Round

Location: Ordsall Primary School, Ordsall Road, Retford, DN22 7SL

Responsible to: School Business Manager

Start Date: As soon as possible

Our Vision

At Ordsall Primary School, our vision is to ensure that every child can achieve their full potential by enabling them to Play, Learn and Grow Together.

We are seeking a committed and proactive Head Caretaker to help us maintain a safe, clean and welcoming school environment for all members of our community.

Purpose of the Role

To take overall responsibility for the care, security, safety and daily maintenance of the school site and buildings, ensuring compliance with all statutory and health-and-safety requirements. Training will be provided for all key compliance areas, systems and procedures.

Key Responsibilities

Health, Safety and Compliance

- Lead on fire safety management, including fire drills, evacuations and lockdown procedures.
- Ensure full compliance with relevant health and safety requirements, including fire safety, asbestos procedures, legionella management and risk assessments.
- Manage site security systems, including the intruder alarm and magnetic door-locking system.
- Complete and record regular emergency lighting, legionella, asbestos, working-at-height, playground equipment and tree inspections.
- Support the development and implementation of health and safety policies, promptly reporting hazards or defects.
- Carry out contractor inductions, ensuring all visiting contractors receive and adhere to the required safeguarding, site, asbestos and health and safety information; complete and record all relevant documentation.

Premises Management and Maintenance

- Carry out routine maintenance, minor repairs and decorating to maintain the site to a high standard.
- Oversee external contractors, monitor the quality of their work and report any issues to the Headteacher or School Business Manager.
- Ensure heating, lighting, and ventilation systems operate effectively, reporting faults promptly.
- Maintain safe and tidy outdoor areas, including drains, paths and car parks; assist with gritting and snow clearance as required.
- Assist with deliveries, movement of furniture and preparation of rooms for school events.
- Monitor and operate within the school maintenance budget as allocated by the governing body; support and advise the Headteacher and School Business Manager regarding the maintenance budget and maintenance plan.
- Assist with determining medium- and long-term strategies for building maintenance, based on routine inspections and ongoing site needs.

- Manage the administration of building-related matters, including maintenance, repairs, servicing and compliance checks; liaise with contractors and communicate via telephone and email.

Cleaning and Hygiene

- Support with cleaning of designated areas only in exceptional circumstances (e.g. staff absence) to maintain hygiene and safety.
- Undertake the safe cleaning and disposal of waste materials, such as bodily fluids, following hygiene protocols and using PPE.
- Monitor overall cleaning standards and report concerns to the School Business Manager.

Security

- Ensure the security of the site and its contents, including locking and occasional unlocking of the premises.
- Undertake unlocking duties at least once per month to remain familiar with procedures, and at any time required due to unexpected or unforeseen circumstances.
- Set and unset alarms; respond to callouts when required.
- Report any security issues, damage or vandalism immediately.

Safeguarding

All staff at Ordsall Primary School share responsibility for promoting and safeguarding the welfare of pupils. The postholder must:

- Complete required safeguarding and child-protection training.
- Adhere to school safeguarding and H&S policies at all times.
- Report any concerns immediately to the Designated Safeguarding Lead or Headteacher.

Person Specification (Summary)

Essential

- Experience in caretaking, premises or maintenance work.
- Sound knowledge of health and safety, including fire safety, legionella, asbestos and working at height.
- Ability to complete basic repairs, maintenance and compliance checks.
- Good communication and problem-solving skills.
- Ability to prioritise tasks and respond to emergencies effectively.
- Understanding of safeguarding within a school context.

Desirable

- Relevant H&S or compliance training (e.g. COSHH, Manual Handling, Fire Safety, Asbestos Awareness).
- Experience in an educational or public-sector setting.

Additional Information

- Occasional flexibility in working hours may be required to support school events, emergencies or site access.
- This post is subject to an Enhanced DBS check and satisfactory references.