



Job Description: Senior Estates and Facilities Caretaker

Work Directed by: Estates and Facilities Manager

Time Allocation: Full time – 37 hours per week

Purpose of the Role

To support the effective day-to-day operation, maintenance, safety, and security of the school site and facilities. The postholder will undertake a range of practical maintenance and caretaking duties across the school's buildings, grounds, sports facilities, and swimming pool, ensuring that the environment remains safe, clean, secure, and fit for purpose.

The role requires a proactive and flexible individual who can carry out skilled maintenance tasks alongside general site duties and support the wider operational needs of the school.

Facilities Management

- Managing keys and site security
- Opening and closing the school site and buildings
- Responding to alarms and security concerns
- Carrying out general maintenance and repairs
- Supporting with the administration as well as carrying out PPM
- Basic plumbing, carpentry, painting, and decorating tasks
- Setting up rooms for assemblies, exams, meetings, and events
- Moving furniture, equipment, chairs, and tables
- Supporting the upkeep of outdoor areas and playing fields
- Monitoring the condition of buildings and reporting defects
- Assisting with swimming pool checks and maintenance
- Maintaining accurate maintenance and site records
- Ensuring pathways and external areas remain safe and accessible
- Assisting with waste management and site tidiness
- Receiving deliveries and moving stock or supplies
- Assisting with cleaning or emergency cleaning duties where required
- Supporting school lettings and out-of-hours activities
- Operating basic maintenance equipment and tools



Health and Safety

- Supporting compliance with safeguarding, health and safety, and school policies
- Carrying out health and safety checks and inspections
- Supporting fire safety procedures and emergency evacuations

Contractor management

- Inducting Contractors on to site
- Supervising and liaising with contractors on site

Supervisor Responsibilities

- Day to day supervision of caretaking team

Wider School Support

- Providing general operational support to the Estates Manager and wider school
- Effectively supervise access to the school site and premises – including vehicles, visitors, staff and students

The post holder will need to work closely with the support team to effectively deliver the task outlined in this Job Description.

Carry out any other reasonable tasks as may be required by the school.

The duties may be varied by the Headteacher and/or Governing Body in a manner compatible with the post held in order to meet changed circumstances