



WILLIAM FARR
C of E Comprehensive School

JOB DESCRIPTION & PERSON SPECIFICATION

JOB ROLE: Shift Caretaker

Reports to: Site Manager

Grade: WFS Grade 5

JOB DESCRIPTION

Overall Responsibilities:

To ensure the school site is safe, secure, clean, and well-maintained, supporting the smooth running of the school and creating an environment conducive to learning and wellbeing.

Duties and responsibilities:

Site Security and Safety

- Open and close the school premises daily, ensuring all security systems are activated and deactivated appropriately (keyholder).
- Control access to the school site, ensuring visitor and contractor compliance with safeguarding and safety protocols.
- Conducting regular site inspections
- Respond and record incidents appropriately

Maintenance and Repairs

- Respond promptly to maintenance requests and emergencies
- Carry out routine maintenance tasks
- Conduct regular inspections of the site to identify potential hazards or maintenance needs and report any issues

Cleaning and Grounds Maintenance Support

- Assist in cleaning duties to ensure communal areas are kept tidy.
- Support grounds maintenance activities such as litter picking, grass cutting, and general upkeep.

Health and Safety Compliance

- Ensure compliance with health and safety regulations, including risk assessments and COSHH (Control of Substances Hazardous to Health) procedures.
- Conduct compliance checks as instructed
- Maintain records related to maintenance and safety checks
- Acting as first responder to emergencies such as fire alarms or security breaches.
- Assisting with evacuation procedures and ensuring all areas are clear.
- Liaising with emergency services when necessary.

Support for School Events

- Set up and dismantle furniture and equipment for school events, meetings, and activities.
- Provide logistical support as required.

Other Duties

- Stock replenishment as required
- Participate in training and development activities.
- Undertake any other duties as reasonably requested by the Business Manager or Headteacher.

General

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience			
	Essential	Desirable	Assessment
Basic maintenance or building trade qualifications	✓		Application
Knowledge of/Qualification in Health and Safety	✓		Application/ Interview
Knowledge of/Qualification in Fire Safety		✓	Application
Knowledge of/Qualification in COSHH		✓	Application
Knowledge of/Qualification in Asbestos		✓	Application
Knowledge of/Qualification in Legionella Awareness		✓	Application
First Aid Qualification (or willingness to complete)	✓		Application
Knowledge of/Qualification in Manual Handling		✓	Application
Willingness to undertake further training as required	✓		Application
Ability to keep sensitive information private and maintain confidentiality in line with GDPR guidelines.		✓	Application/ Interview
Knowledge of/Qualification in Working at Height		✓	Application
Experience in site maintenance, caretaking, or similar role	✓		Application/ Interview
Experience working in a school or educational environment		✓	Application/ Interview
Practical maintenance skills	✓		Application/ Interview
Ability to use hand and power tools safely	✓		Application/ Interview
IT Literate	✓		Application/ Interview
Understanding of school security systems and procedures (Martins Law)		✓	Application/ Interview
Commitment to safeguarding and promoting the welfare of students		✓	Application/ Interview
Ability to undertake manual tasks and work at heights where necessary	✓		Application/ Interview
Personal Qualities			
Reliable, punctual and proactive	✓		Interview
Ability to work independently and as part of a team	✓		Interview
Alertness and attention to detail	✓		Interview
Good communication skills	✓		Interview
Flexibility to work outside normal hours when required	✓		Interview
Alignment with the school's values	✓		Interview