

Job Description

Job Title: Assistant Caretaker

Reports to: Site Manager

Location: Kings Academy Northern Parade

Salary: £24,027

Contract Type: Part-time, Permanent

Hours: 25 hours per week, 52 weeks per year

Job Purpose

The Assistant Caretaker will play a key role in ensuring the school site is safe, clean, and well-maintained. They will act as a key holder, securing the premises each evening and opening the site for events when required. The role includes general maintenance, minor repairs, and site upkeep to ensure a safe and welcoming environment for pupils, staff, and visitors.

Key Responsibilities

Security & Site Access

- Act as a **key holder**, responsible for locking up the school site every evening.
- Open the school for events and external lettings during closure periods.
- Ensure the site is secure, reporting any security concerns to the Site Manager.
- Be 'on call' for emergency call-outs as required on a rotation with other site staff.

Maintenance & Repairs

- Carry out **general maintenance and minor repairs** to the buildings and grounds.
- Support the Site Manager in ensuring all **health & safety standards** are met.
- Report any significant repairs or maintenance issues to the Site Manager.
- Assist with setting up and clearing away furniture for school events.

Grounds & Cleaning Support

- Carry out **basic grounds maintenance** to ensure the school is tidy and well-presented.
- Support cleaning staff as needed, ensuring cleanliness and hygiene standards are maintained.

General Duties

- Assist with **fire safety checks, alarm testing, and other routine compliance tasks**.
- Maintain an inventory of equipment and supplies, reporting stock shortages.
- Carry out any other reasonable tasks as required by the Site Manager or leadership team.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity
-

Person Specification

Essential Skills & Qualities

- **Reliable, hardworking, and self-motivated**, with the ability to work independently.
- **Friendly and approachable**, with a flexible attitude towards work.
- **Basic maintenance skills** (e.g., minor plumbing, painting, carpentry, or repairs).
- **Good awareness of health & safety regulations** and a commitment to maintaining a safe environment.
- Ability to **prioritise tasks** and respond to urgent maintenance issues efficiently.
- **Physically fit**, able to carry out manual tasks such as lifting, moving furniture, and outdoor work.
- Willingness to work occasional **evenings and weekends** when required.

Desirable Skills & Experience

- Previous experience in a caretaking, maintenance, or site management role.
- Knowledge of **fire safety, COSHH, and risk assessments**.
- Experience working in a school or similar environment.