

JOB DESCRIPTION

Position Title:	Caretaker	Date Finalised	January 2026
Contract Type:	Permanent		
Grade and salary	C Grade of £25,186 - £26,244 per annum, depending on experience + shift allowance		
Hours:	37 hours per week, Monday until Friday, 52 weeks per year (shift working on some evenings and weekends required)		
Department:	Business Support		
Team:	Site Team		
Reports to:	Lead Caretaker		
Subordinate Positions:	N/A		
Job Summary/Purpose			
<p>You will be an integral member of a team responsible for the day-to-day operational management, safety, general maintenance, cleanliness, and security of the school site, ensuring that it is welcoming and a safe environment for the whole school community.</p> <p>The post-holder will work under the direction of the Lead Caretaker and in accordance with the practices and procedures of the school. The duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the school.</p> <p>Within this, the hours of attendance for work will be determined by the needs of the school and undertaken in agreement with the line manager. Key-holder responsibilities extend beyond regular working hours to cater for emergencies.</p> <p>This job description does not form part of a contract of employment. It describes the way in which the post-holder performs and completes the roles and responsibilities outlined below.</p>			
Primary Responsibilities			
<ul style="list-style-type: none">• To be the key holder with responsibility for the security of the premises and its contents, including operation of the fire alarm and burglar alarm systems.• To be responsible for the unlocking and locking up of the site for pre-planned lettings and meetings outside school hours• To allow access to authorised maintenance or building contractors. Ensure they are aware of any potential hazards connected with their work on the premises, and having regard to current and relevant legislation. Training in current legislation will be provided as necessary.• To be fully aware and comply with the Health & Safety at Work Act 1974 and COSHH procedures and responsibilities. Training will be provided if necessary.• To undertake annual portable appliance testing, legionella testing and fire alarm point testing• To undertake repairs to property, fixtures and fittings, moving of goods and furniture (all within current or future risk assessments and using appropriate equipment)• To undertake outside duties such as clearance of drains and gullies, general tidying around the site, clearing of rubbish, ice and snow clearance• To undertake general duties such as cleaning of store rooms, boiler rooms, storage of equipment and materials for school staff			

<ul style="list-style-type: none"> • Take responsibility for the duties associated with a reasonable number of evening and weekend lettings. • To carry out all duties with due regard to Safeguarding, Data Protection, Code of Conduct and confidentiality regulations. Training will be given in these areas. 	
Are there line management responsibilities?	No
Other relationships within the school i.e., which parts of the school will this role work closely with?	
House Keeping Gardeners Maintenance Managers	
External relationships i.e., which external stakeholders will this role work closely with?	
External contractors	
Critical Skills	
<ul style="list-style-type: none"> • Ability to perform physical tasks required by the post including lifting, carrying, and pushing of various equipment • Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests. • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school • Ability to work with other trades as needed to ensure the smooth running of the school. • Ability to use computer control systems and undertake basic administrative tasks on the computer • Effective communication skills • Sound planning and negotiating skills, ability to gather information, analyse data and problem solve • Ability to adapt to changing and conflicting demands • Ability to monitor and report on structural faults and repairs. • Ability to relate to and build good relationships with the school community • Strong teamplayer • Positive attitude • Able to maintain confidentiality in dealing with a range of sensitive matters and conduct self with elevated levels of professionalism and personal expectation. • Flexibility of working hours to meet the needs of the school. • Committed to own continued professional development. • Committed to Safeguarding of pupils 	
What financial responsibility (if any) does this position have?	
N/A	
Experience, Qualifications, Technical Requirements, Education	
Knowledge of DIY equipment	Preferred
Experience of Caretaking in a school environment	Preferred
Track record of accurate record keeping	Preferred
Experience of dealing with waste disposal/recycling processes	Preferred
Basic knowledge of first aid	Preferred
Valid driving licences – D1 and B1 (plus MiDAS training)	Preferred

<p>Practical understanding of health and safety and security procedures/practices and able to apply regulations appropriately e.g. COSHH</p>	<p>Preferred – we will provide appropriate training for both licences if needed Preferred</p>
<p><i>Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.</i></p> <p><i>Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i></p>	