



Job Description

Title of Post: Caretaker

Responsible to: Headteacher

Purpose of Job:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Promoting health and safety around the school

Criteria	Qualities
General Duties	<ul style="list-style-type: none"> • Carry out portorage duties, such as moving furniture and equipment around the school • Maintain the general school premises, furniture and fittings, and report any issues • Carry out small repairs and DIY projects • Arrange larger repairs and obtain quotes from contractors
Security	<ul style="list-style-type: none"> • Maintain the security of the school premises as the main key holder • Lock and unlock the premises as required, including out of school hours when necessary • Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures • Carry out regular checks of alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned • Advise the Headteacher on all matters relating to school security and safety
Health & Safety	<ul style="list-style-type: none"> • Ensure a safe working and learning environment in accordance with relevant legislation • Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the Senior Admin Officer • Provide safe access to the school in cold weather conditions
Responsibilities	<ul style="list-style-type: none"> • Be committed to the safeguarding and promotion of the welfare of children and young people • Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person • Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment • Contribute to the overall ethos/work/aims of the school

	<ul style="list-style-type: none"> • Recognise own strengths and areas of expertise and use these to advise and support others • Participate in training and other learning activities and performance development as required
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Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills
Professional Experience	<ul style="list-style-type: none"> • Caretaking • Building maintenance • Security, including alarm systems • Cleaning work • Some DIY • Working in a team
Knowledge & Skills	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to work flexibly, independently and as part of a team • Basic DIY skills • Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Able to work flexibly and out of school hours as required

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____