

JOB DESCRIPTION

Position Title:	Lead Caretaker	Date Finalised	June 2025
Contract Type:	Permanent		
Grade/Salary	D grade. Salary: £26,918-£29,616 per annum, depending on experience + shift allowance		
Hours:	37 hours per week, 52 weeks a year (Shift working on some evenings and weekends required)		
Department:	Business Support		
Team:	Site Team		
Reports to:	School Business Manager		
Subordinate Positions:	N/A		
Job Summary/Purpose			
<p>You will oversee a team of caretakers, housekeepers and cleaners (total of around 15 members of staff). You will work as part 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 School Business Manager 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. The post holder will be able to work shifts (to be confirmed by the school). Key-holder responsibilities extend beyond regular working hours to cater for emergencies.</p> <p>You will contribute to establishing and maintaining a culture of safeguarding children and contribute to the school’s statutory duty to safeguard and promote the welfare of children.</p>			
Primary Responsibilities			
Supervision of staff			
<ul style="list-style-type: none">• Direct and supervise a team of caretakers, housekeepers and cleaning staff providing them with support and guidance.• Obtain details of weekly priorities from the School Business Manager and allocate priority tasks to these staff.• Monitor day to day absence and performance of staff, address immediate concerns and escalate issues the School Business Manager as appropriate.• Participate in the annual performance review process• Allocate tasks to ensure adequate cover for absent cleaners, whether it is a planned absence or unplanned through sickness or other emergencies;			
Cleaning:			
<ul style="list-style-type: none">• Ensure the premises and furnishings are cleaned in accordance with the school’s standards, including supervising, organising and appraisal of work of cleaning staff• Carry out regular cleaning inspections and maintaining log sheets• Review orders of cleaning materials and equipment			

Security:

- Carry out security procedures for the school buildings and grounds
- Routine and non-routine opening and closing and security of premises and grounds
- Take action to prevent trespass on the premises
- Ensure unauthorised parking of vehicles does not occur
- Act as the key holder with responsibility for the security of the premises and its contents, including operation of the fire alarm and burglar alarm systems

Stock:

- Receive delivery of stock, materials etc for the site, ensuring appropriate storage.
- Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary

Lettings:

- Prepare for after-school activities and ensure the setting is prepared for normal school use afterwards
- To be responsible for the unlocking and locking up of the site for pre-planned lettings and meetings outside school hours
- Take responsibility for the duties associated with a reasonable number of evening and weekend lettings.

Maintenance

- 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 storerooms, boiler rooms, storage of equipment and materials for school staff

General

- To carry out all duties with due regard to Safeguarding, Health and Safety, Data Protection, Code of Conduct and confidentiality regulations. Training will be given in these areas.

It is essential that the Lead Caretaker is flexible in their approach to the work as requirements can change unexpectedly, sometimes at very short notice. There is also a requirement undertake physically demanding working including use of heavy equipment, stretching to reach difficult/high areas as well as exposure to potentially dirty, unpleasant and hazardous areas (e.g. toilets).

Are there line management responsibilities?

No (Supervision only)

- Oversee the duties of the Caretakers, Housekeeping and Cleaning teams
- Provide support and guidance
- Manage day to day issues
- Escalate ongoing concerns to School Business Manager

Other relationships within the school i.e., which parts of the school will this role work closely with?	
Gardeners Maintenance Managers Reception First Aiders SIMS Manager Heads of Department	
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 prioritise and successfully manage workflow • Excellent planning and organising skills • Strong attention to detail and focus on quality • Demonstrates a flexible approach when responding to urgent requests. • Demonstrates a methodical and logical approach to undertaking the variety of tasks necessary for the smooth running of the school • Strong interpersonal skills with an ability to engage and lead a team on a day to day basis to undertake the required tasks • Ability to work effectively with other trades as needed to ensure the smooth running of the school. • Strong communication skills • Demonstrates a strong solution focus and an ability to be resourceful when solving problems • Ability to stay calm in a crisis • Ability to build strong relationships with all relevant parties within and outside the school community • Committed to Safeguarding of pupils • Demonstrates ability to learn and is committed to own continued professional development. 	
What financial responsibility (if any) does this position have?	
N/A	
Experience, Qualifications, Technical Requirements, Education	
Experience in a school environment Staff management experience and working as part of a team Track record of accurate record keeping Experience of dealing with waste disposal/recycling processes Knowledge of COSHH regulations Basic knowledge of first aid Valid driving licences – D1 and B1 (plus MiDAS training) Practical understanding of health and safety and security procedures/practices and able to apply regulations appropriately Ability to use computer control systems and undertake basic administrative tasks on the computer Knowledge of DIY equipment	<i>Preferred</i> <i>Required</i> <i>Preferred</i> <i>Preferred</i> <i>Preferred</i> <i>Preferred</i> <i>Preferred – we will provide appropriate training for both licences if needed</i> <i>Preferred</i> <i>Preferred</i> <i>Preferred</i>
In return we can offer:	

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| <ul style="list-style-type: none"> • Holiday Entitlement of 24 days per annum, plus Bank Holidays – rising to 27 days after 5 years Local Government service. • Shift working (shift allowance) • Local Government Pension scheme • Opportunities for professional development • Strong team ethos and community focus | |
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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.

Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.