



Job Description

Job Title: Caretaker

Responsible to: Site Controller

Salary Grade: 3

Key Purpose:

To be responsible to the Site Controller for the effective management of the secondary school and primary school sites and grounds to enhance the learning environment for staff and children. To carry out caretaking duties as required.

Main Responsibilities:

1. Site Security and Safety

- Open and lock up the school premises at designated times.
- Carry out regular security checks and respond to alarms or incidents.
- Monitor the safety of the site, including checking doors, windows, and perimeter fencing.
- Ensure emergency exits are clear and accessible.

2. Maintenance and Repairs

- Perform general repairs and maintenance work (e.g., painting, carpentry, plumbing, replacing lightbulbs).

3. Cleaning and Hygiene

- Support the cleaning team when required and ensure cleaning standards are upheld.
- Ensure toilets, classrooms, and communal areas are maintained in a hygienic condition.
- Monitor cleaning stock and order supplies as necessary.

4. Grounds and External Areas

- Keep playgrounds, pathways, and external areas free from litter, leaves, snow, and ice.
- Carry out minor grounds maintenance
- Oversee maintenance of outdoor facilities, including sports equipment and sheds.

5. Health and Safety

- Carry out regular health and safety inspections, including fire drills, alarm checks, and risk assessments.
- Ensure safe storage of cleaning materials and tools in line with COSHH regulations.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.