



JOB DESCRIPTION

Job Title	Assistant Caretaker
Grade	Scale 3
Working Pattern	35 hours per week, full time (52 weeks)
Contract Type	1year fixed term contract with possibility of extension
Job Evaluation ID Number	To be allocated
Department	Children Services
Reports to	Site Manager

Main Purpose

To support the Premises Manager in providing a safe, secure, clean and well-maintained learning environment for pupils, staff, visitors and the wider school community. To assist in the day-to-day operation, maintenance and security of the school premises and grounds.

Key Responsibilities

Premises and Security

- Assist with the opening and closing of the school site, ensuring buildings are secure.
- Lock/unlock doors, gates and windows as directed.
- Carry out routine site inspections and report maintenance, safety and security issues.
- Undertake minor repairs and maintenance (basic plumbing, carpentry, painting and DIY).
- Replace minor fixtures (e.g. light bulbs, ceiling tiles).
- Support heating, lighting, ventilation and water system checks, reporting faults promptly.
- Assist with contractors on site, ensuring safeguarding and site procedures are followed.
- Receive, store and distribute deliveries safely.
- Maintain stock levels of maintenance and cleaning supplies.
- Support room set-up and clearance for events, meetings and lettings.
- Move furniture and equipment safely as required.
- Maintain records of checks, repairs and maintenance tasks where required.
- Act as key holder and respond to emergency call-outs when required.

Health and Safety

Work in accordance with Health & Safety legislation and school policies.

Report hazards, defects, incidents and near misses immediately.

Carry out routine compliance checks where trained, including:

- Fire alarm testing and evacuation support
- Emergency lighting checks
- Water temperature monitoring
- Visual safety inspections



Ensure fire exits, escape routes and fire doors are kept safe and unobstructed.

Support fire drills and emergency procedures.

Ensure safe use, storage and maintenance of tools, equipment and chemicals (COSHH).

Maintain vigilance for safeguarding concerns and report immediately in line with procedures.

Cleaning and Grounds Maintenance

- Maintain high standards of cleanliness across the site, including toilets and communal areas.
- Carry out emergency cleaning (spillages, incidents).
- Empty bins and support waste disposal and recycling.
- Maintain external areas including playgrounds, paths, car parks and gardens.
- Clear leaves, litter, snow and ice to ensure safe access.
- Report damage to buildings, equipment and grounds.

Security

- Support site security throughout the school day.
- Manage visitor access in line with safeguarding procedures.
- Monitor alarm systems where required.
- Report suspicious activity or security concerns immediately.
- Support safeguarding of the site and its users at all times.

General Responsibilities

- Respond to emergencies such as floods, power failures, break-ins or severe weather.
- Undertake lone working or out-of-hours duties where required.
- Demonstrate commitment to safeguarding and promoting the welfare of children.
- Maintain confidentiality at all times.
- Promote equality, diversity and inclusion.
- Undertake training and development relevant to the role.
- Carry out other duties appropriate to the grade as directed by the Site Manager or SBM.

Working Conditions

- Work indoors and outdoors in all weather conditions.
- Undertake manual handling, lifting and use of ladders following training.
- May be required to work evenings, weekends or school holidays.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. The postholder will be subject to enhanced DBS checks, satisfactory references, online checks in line with *Keeping Children Safe in Education*, and right to work verification.



The duties outlined above are not intended to be exhaustive or exclusive. The postholder may be required to undertake other appropriate duties within the scope and grading of the role, as directed by the Line Manager and in accordance with the postholder's skills, experience and competence.

SIGNED: STAFF MEMBER.....

DATE.....

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Training	Good standard of literacy and numeracy (GCSE or equivalent desirable). Willingness to undertake relevant training, including Health & Safety, Manual Handling and Safeguarding.	First Aid qualification. Health & Safety or Caretaking-related training. COSHH or Fire Safety training.
Experience	Experience of carrying out basic maintenance, DIY or caretaking duties. Experience of working safely with tools and equipment.	Previous experience working in a school, educational setting or similar environment. Experience of premises security, alarms or facilities management.
Knowledge	Basic understanding of Health & Safety requirements. Awareness of safeguarding responsibilities and the importance of maintaining a safe environment for children.	Knowledge of COSHH regulations, fire safety procedures and statutory premises checks. Understanding of school site operations.
Skills & Abilities	Good practical DIY skills. Ability to carry out minor repairs and maintenance tasks. Ability to work independently and as part of a team. Good organisational and time management skills. Ability to prioritise workload and respond to changing demands. Good communication and interpersonal skills.	Basic IT skills for reporting faults, ordering supplies or maintaining records.



Criteria	Essential	Desirable
	Ability to maintain accurate records where required.	
Personal Qualities	Reliable, trustworthy and punctual. Friendly and approachable manner. Flexible approach to working hours when required. Positive attitude with a willingness to learn. Ability to maintain confidentiality and professionalism. Commitment to safeguarding and promoting the welfare of children. Commitment to equality, diversity and inclusion.	Experience of providing good customer service to staff, parents, contractors and visitors.
Physical Requirements	Physically able to undertake manual handling, lifting, climbing ladders and working at height (following appropriate training). Able to work indoors and outdoors in all weather conditions.	Full UK driving licence (where required).
Other Requirements	Enhanced DBS clearance. Satisfactory references. Willingness to undertake training relevant to the role. Ability to work occasional evenings or weekends to support school events or emergencies.	Experience of acting as a key holder or opening and securing premises.