



Moseley School  
and Sixth Form



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# SCHOOL CARETAKER



Succeeding together

Dear Colleague

We are currently seeking a passionate and committed Caretaker to join our team on a permanent term contract ideally starting as soon as possible.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff.

**We welcome visitors to the school. Please contact [recruitment@moseley.bham.sch.uk](mailto:recruitment@moseley.bham.sch.uk) if you have any questions about the role or school and would like to arrange a visit.**

**This post closes to applications on Monday 9<sup>th</sup> February 2026 at 8am.**

**Please note this advert may close when sufficient applications are received**

Best wishes,



**Mr Andrew Bate**  
**Head Teacher**

## **Post Information**

<b>Post Title:</b>	<b>Caretaker</b>
<b>Reporting to:</b>	<b>Facilities Manager</b>
<b>Salary/Grade:</b>	<b>Grade 2 SP3 £25,185 to SP8 £26,824</b>
<b>Disclosure Level:</b>	<b>Enhanced</b>
<b>Working Time:</b>	<b>Full Time 36.5 hours per week. All year round. Shift work across opening hours of school.</b>
<b>Responsible for:</b>	<b>Caretaking of school site</b>

The smooth day-to-day running of the buildings and grounds is key to providing the students and staff with the very best environment for learning. The Caretaker team is critical to the delivery of this, and we expect the team members to strive to achieve the highest standards of quality and presentation in their work. Our Caretaking team provide high quality maintenance and site management ensuring that premises issues are rectified efficiently and that site security is maintained

We welcome applications from both experienced individuals and those who may be considering a career in facilities management and are looking to gain experience. Although specific experience of Facilities Management is not required as training will be provided, applicants should be able to demonstrate skills and abilities to meet the demands of the role working in a busy school environment. We offer fantastic training opportunities so can provide support if there are any areas that you may need to be up skilled or trained. The successful candidate will be joining an experienced team and be expected to work under the direction of the Assistant Site Manager.

### **Our ideal candidate will:**

- Enjoy working in a busy environment
- Be confident, practical, trustworthy and reliable
- Be physically fit and in good health
- Ensure attention to detail and take pride in the work that they do
- Be able to work independently as well as part of a team
- Be able to work under pressure and to deadlines and produce work to the required standards and to agreed timescales.
- Have good maintenance skills, some knowledge of Health & Safety, basic IT skills and an understanding of safeguarding.

### **What we can offer you:**

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym

- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

**Please note this advert may close when sufficient applications are received**

**While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.**

**Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.**

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.**

**An online search will be carried out as part of due diligence on all short-listed candidates.**

**References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.**

## **Job Description**

<b>Post Title:</b>	<b>Caretaker</b>
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<b>Disclosure Level:</b>	<b>Enhanced</b>
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<b>Responsible for:</b>	<b>Caretaking of school site</b>

### **Core Purpose:**

- Responsible for the efficient and effective running of the site in respect of caretaking services.
- Responsible for the management of the repairs and maintenance of the school site.
- Responsible for the management of contractors attending site including, but not limited to, the issuing of work permits, conducting site inductions and monitoring the work undertaken.
- Provide caretaking services to facilitate the effective teaching and learning of students and the full use of the school by those staff and students who occupy it.
- Ensure site compliance activities are carried out effectively, in a timely manner and recorded accurately.
- Provide caretaking services to prevent any health risk from occurring in the school.
- Help maintain the fabric of the school's buildings and site.

### **Responsibilities:**

#### **Opening and Closing**

- Ensure the building has been checked for vandalism and break-ins when opened, report any matters as a matter of urgency at the commencement of the early shift.
- Check the boiler management system and investigate any faults showing. Report any matters that cannot be remedied in the heating system as a matter of urgency, at the commencement of the early shift.
- Ensure the buildings and site is secured, at the end of the late shift.
- Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and on occasions to respond as point of contact for out of hours' calls.

#### **Daily Duties**

- Ensure all outside steps, hard surfaces and approaches are kept in a clean condition.
- Daily collection of litter and emptying of bins within the school's buildings and site.
- Keep drain grids clear and free from debris and other litter on a daily basis.
- Undertake daily and periodic cleaning of designated areas of the school's buildings and site, including the removal of chewing gum, using cleaning materials and equipment as appropriate, and according to their instructions for use.
- Complete records and update electronic systems so that all work relating to the school's buildings and site is accurately recorded.
- Wear the uniform and all personal protective equipment provided by the school.
- Report any damages to school property or other relevant matters using the electronic system and where appropriate raise these directly with Facilities Manager.
- Respond in a timely manner to any issues with the delivery of routine and non-routine services.
- Ensure toilets and kitchen areas are adequately stocked with paper towels and soap.

- Ensure adequate supplies of cleaning materials and other consumable items are available.
- Carry out general portage duties including movement of deliveries, equipment and furniture within health and safety guidelines.

### **Routine Duties**

- Regular checks to ensure fire alarms and all firefighting equipment are in working order.
- Support planned and unplanned fire evacuations and site lockdowns.
- Carry out routine and non-routine security procedures for the school's buildings and site.
- Management of health and safety regarding the buildings and site, keeping records as required.
- Understand and adhere to risk assessments relating to work tasks undertaken.
- Sign in and carry out site inductions with contractors working at the school.
- Ensure the correct procedures are followed for the safe and efficient handling of waste.
- Ensure that all hot and cold-water outlets are turned on after every period where areas of the buildings have been substantially unused for one week or more.
- Make agreed priority route pathways safe by proactive and reactive salting and clearing re: snow and frost, as required.
- Respond in a safe manner to the effects of adverse weather conditions.
- Responsible for repairs and general maintenance and ensuring that these are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements.
- Carry out minor routine maintenance tasks in accordance with the planned preventative maintenance programme, including pre-planned maintenance tasks during the school holidays.
- Carry out minor repairs and maintenance to the buildings and site which are within the post holder's competency level, some works may need to be done out of hours such as repairs and security checks in wet weather.
- Conduct handyman duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks.
- Change light bulbs, fluorescent tubes and ensure clocks are maintained, that are within a working height of 11 feet.
- Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance.
- Liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours.
- Participate in support of out of hours' activity when works are required at such times.

### **Other Responsibilities**

- Attend meetings as required.
- Ability to be a First Aider.
- Participate in training and professional development opportunities, willingness to develop additional skills and expertise.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school, students and customers.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.

## Personal Specification

**POST TITLE: Caretaker**

<b>Attributes tested by Application, Interview, Task and References</b>		
<b>Qualifications &amp; Experience</b>	<b>Essential E/ Desirable D</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>• Relevant experience of caretaking</li> <li>• Experience of building maintenance repairs (general, plumbing, electrical)</li> <li>• Experience of inducting and supervising work of contractors</li> <li>• Must be able to consistently demonstrate they are numerate and literate</li> <li>• Minimum GCSE Maths &amp; English Grades A*-C or equivalent</li> <li>• Knowledge and experience of health and safety and building maintenance</li> <li>• Experience of working in a school environment</li> </ul>	D  D  D E  D D  D	AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<b>Skills and Abilities</b>	<b>Essential E/ Desirable D</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>• Ability to complete work to the required standards and to agreed deadlines</li> <li>• Ability to complete records, electronically and hard copies, accurately</li> <li>• Ability to use IT systems, such as email, electronic documents and building maintenance software</li> <li>• Ability to develop and maintain effective working relationships with a range of people</li> <li>• Demonstrates a flexible approach to work to enable effective delivery of service</li> <li>• Ability to secure the school's buildings and site</li> </ul>	E  E  E E E E	AF/I AF/I AF/I AF/I AF/I AF/I
<b>Other Attributes</b>	<b>Essential E/ Desirable D</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>• Punctual and conscientious</li> <li>• Good time management and the ability to prioritise workload</li> <li>• Able and willing to participate in shift pattern</li> <li>• Able to work under pressure and to deadlines, and deliver excellent attention to detail</li> <li>• Can Do attitude</li> <li>• Able to adapt to changes in the workplace</li> <li>• Commitment to the safeguarding of children</li> <li>• Commitment to the school ethos and aims</li> <li>• Commitment to comprehensive education</li> <li>• Commitment to equal opportunities</li> <li>• Accurate and fluent spoken English</li> </ul>	E E E E  E E E E E E	AF/I AF/I AF/I AF/I  AF/I AF/I AF/I AF/I AF/I AF/I







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