



## **Job Description & Person Specification** **St Benedict's Catholic Academy**

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**Job title:** Caretaker

**Salary:** D SCP 4 (£ 25,185 FTE) Actual Salary £14,974.86. In addition to the salary, the role will include an annual allowance to lift the hourly rate to £13.45 (Real Living Wage)

**Hours:** 22 hours per week – 52 weeks per year with flexible hours to suit the needs of the school between 7.30am and 6pm.

(Actual hours worked during the school day and during school closure periods to be negotiated with the Principal and School Business Manager dependant on school needs).

**Contract type:** Part time, Temporary Fixed Term Contract up to 31<sup>st</sup> December 2026

**Based at:** St Benedict's Catholic Academy, Church Walk, Atherstone, CV9 1PS

**Reporting to:** Principal, School Office Manager

**Responsible for:** Premises Staff, Cleaners

### **Main Purpose of the Job**

To be responsible for all aspects of site supervision including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, routine maintenance and refurbishment, minor repairs and to carry out pre-planned maintenance programmes.

### **General Responsibilities**

- To ensure that the supervision and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety of the site
- Work alongside the Office Manager to ensure premises files are reviewed and updated weekly
- To undertake repairs and DIY projects
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to
- To monitor the performance of the cleaning team and to ensure a clean, tidy and well -maintained school environment

## **Specific Responsibilities**

### **PREMISES SUPERVISION**

- To monitor the day to day maintenance, repair and cleaning of the school
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard

### **SECURITY**

- To be responsible for the security of the premises, liaising with Warwickshire County Council/Police and other emergency services in this respect as necessary
- To be responsible for locking up the school during term time and for the unlocking and locking of the school during school closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, at least monthly, all perimeter fences, security devices, fire appliances and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the School Office Manager/Principal on all security matters
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main keyholder for the school on call-outs

### **GENERAL SITE DUTIES**

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school hall floors are kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded

- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To monitor PAT testing and keep accurate records
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To ensure that all bins are cleaned regularly
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out emergency cleaning if required

### **HEALTH & SAFETY**

- To ensure that all working practices for the Premises Team comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures, as set out in our premises file

### **ADMINISTRATION**

- To maintain the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the Office Manager
- To maintain a log of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the School Office Manager
- To report team members absence to the School Office Manager

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team

## PERSON SPECIFICATION

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hold recognised training/qualifications associated with premises management</li> <li><input type="checkbox"/> Significant experience or skills in a trade</li> <li><input type="checkbox"/> The ability to understand and apply regulations such as health &amp; safety, manual handling, COSHE, Legionella etc</li> <li><input type="checkbox"/> Risk Assessment experience/qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Competent at basic building repairs and maintenance</li> <li><input type="checkbox"/> The ability to operate and understand electrical/mechanical systems</li> <li><input type="checkbox"/> To be able to use small industrial, electrical and mechanical equipment</li> <li><input type="checkbox"/> Staff management experience</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post</li> <li><input type="checkbox"/> Ability to demonstrate an understanding of children</li> <li><input type="checkbox"/> Ability to contribute to the life of the school</li> <li><input type="checkbox"/> Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health &amp; safety related policies.</li> <li><input type="checkbox"/> Ability to comply with Health &amp; Safety regulations to ensure that all duties are carried out safely</li> <li><input type="checkbox"/> Ability to manage people directly and indirectly</li> <li><input type="checkbox"/> Good communication skills</li> <li><input type="checkbox"/> Excellent numeracy and literacy skills</li> <li><input type="checkbox"/> Good IT skills</li> <li><input type="checkbox"/> Sound planning and negotiating skills</li> <li><input type="checkbox"/> Ability to be flexible and work as part of a team or individually as required</li> <li><input type="checkbox"/> Ability to gather information, analyse data and problem solve</li> <li><input type="checkbox"/> Ability to manage own time effectively and demonstrate initiative including establishing priorities</li> <li><input type="checkbox"/> Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests</li> <li><input type="checkbox"/> Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school</li> </ul>

**Personal qualities**

- Ability to adapt to changing and conflicting demands
- 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

**Notes:** This job description may be amended at any time in consultation with the post holder.