

Job Description and Person Specification

Post title	Caretaker
Start date	As soon as possible
Responsible to	Office and Premises Manager
Salary	NJC 14 to 17 Full time equivalent is £29, 572, pro rata is £20, 980.14
Hours/days	20 hours per week, Monday to Friday Working hours will normally be either: • 6:00am – 10:00am, or • 7:00am – 11:00am 39 weeks per annum, term time only (Up to 25 hours overtime can be available during school holiday periods)

Safeguarding Statement

Didcot Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are required to adhere to the school's safeguarding policies and practices. As part of the school's safe recruitment procedures all staff regularly undergo enhanced DBS checks.

Purpose of the Role

To ensure that the school premises, grounds and facilities are safe, secure, compliant and fully operational each day by undertaking routine inspections, statutory compliance checks, minor maintenance, contractor supervision and general site duties.

Working under the direction of the Office & Premises Manager, the Caretaker will help maintain a safe and welcoming environment for pupils, staff and visitors whilst ensuring the school complies with relevant health and safety legislation.



Key Responsibilities

Security

- Open and prepare the school each morning, ensuring the site is safe and ready for occupation.
- Operate alarm systems and undertake key holder responsibilities, supported by the school's key holding company.
- Carry out routine security inspections of the buildings and grounds, reporting or addressing defects where appropriate.
- Respond to occasional emergency call-outs outside normal working hours where reasonably required.

Health and Safety Compliance

- Carry out statutory inspections and routine premises compliance checks in accordance with Trust procedures and legislative requirements.
- Complete inspection records accurately using the Trust's approved systems.
- Report defects promptly and ensure appropriate remedial action is taken.
- Carry out routine water hygiene duties, including flushing outlets and other Legionella control measures as directed.
- Assist in maintaining compliance with fire safety, emergency lighting, water hygiene, playground safety and other statutory requirements.
- Monitor the condition of school buildings, fixtures, fittings and external areas, reporting any hazards or deterioration.
- Assist in maintaining COSHH standards by reporting unidentified chemicals or unsafe storage arrangements.

Building Maintenance

- Undertake minor repairs and general maintenance appropriate to the role.
- Carry out basic decorating and repair work where appropriate.
- Monitor heating, ventilation, lighting and other building services, reporting faults where necessary.
- Take routine utility meter readings.
- Assist with planned preventative maintenance programmes.
- Maintain plant rooms, storage areas and service spaces in a clean, safe and organised condition.



Grounds and External Areas

- Keep external areas clean, tidy and free from litter.
- Empty external bins and ensure waste and recycling areas remain organised.
- Maintain safe access routes during adverse weather through gritting, snow clearance or other seasonal measures where required.
- Carry out regular visual inspections of playgrounds, external structures and surrounding grounds, reporting defects promptly.
- Assist in maintaining a safe and welcoming external environment.

Contractors and Site Visitors

- Provide access to authorised contractors.
- Carry out contractor site inductions where required.
- Monitor contractors to ensure they work safely and in accordance with approved Risk Assessments and Method Statements (RAMS).
- Report any unsafe practices immediately.

Operational Support

- Receive, check and safely store deliveries.
- Distribute deliveries and supplies where required.
- Prepare rooms, halls and furniture for school activities, meetings and events.
- Assist with portage duties, including moving furniture and equipment safely.
- Support end-of-term and holiday closure procedures, ensuring the premises are secure and prepared for planned maintenance works.

General Duties

- Proactively inspect the school site each day, identifying maintenance issues and health and safety concerns.
- Maintain positive working relationships with colleagues, contractors and visitors.
- Use Trust systems to record inspections, maintenance tasks and statutory compliance activities.
- Undertake any other reasonable duties commensurate with the grade of the post.

Health and Safety

The postholder is required to:

- Work in accordance with the Health and Safety at Work Act and all Trust policies.
- Take reasonable care of their own health and safety and that of others.
- Report hazards, defects and accidents promptly.
- Follow all risk assessments and safe systems of work.
- Use equipment and personal protective equipment safely and correctly.

Professional Responsibilities

The postholder will:

- Participate in induction, mandatory training and continuing professional development.
- Maintain appropriate professional standards at all times.
- Support the values, ethos and vision of the Academy and Trust.
- Undertake any reasonable duties appropriate to the post as directed by the Office & Premises Manager.

Personal Specification

Criteria	Qualities
Experience	• Experience of general building maintenance or caretaking. • Experience of undertaking practical repair work. • Experience of opening and securing buildings.
Knowledge	• Basic understanding of health and safety legislation. • Awareness of building maintenance and site safety. • Basic IT skills for completing electronic records.
Skills	• Able to work independently and prioritise workload.



	• Good practical and problem-solving skills. • Able to communicate effectively with staff, contractors and visitors. • Able to maintain accurate records. • Able to undertake manual handling activities appropriate to the role. • Reliable, trustworthy and able to respond calmly in emergency situations.
Personal qualities	• Positive and professional approach. • Flexible and adaptable. • Well organised. • Takes pride in maintaining high standards. • Committed to safeguarding and promoting the welfare of children.
Physical requirement	• Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting
Desirable Requirements: the following are desirable, but not essential, requirements that would be useful for the job:	
Experience	• Previous experience working in a school or similar educational environment. • Knowledge of Legionella control procedures. • Knowledge of fire safety systems. • Experience supervising contractors. • Understanding of COSHH requirements. • First Aid qualification (or willingness to undertake training).

Whilst every effort has been made to explain the duties and responsibilities of the post, this job description is not exhaustive. The postholder may be required to undertake other duties appropriate to the grade of the post, as reasonably requested by the Office & Premises Manager or Senior Leadership Team.

This job description may be reviewed periodically to reflect the changing needs of the Academy and Trust.