





To inspire, enrich and nurture so each individual reaches their full potential

Hatfield Community Free School, Briars Lane, Hatfield, Herts, AL10 8ES
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 @hatfieldcfs1  @hatfieldcfs

Principal: Mrs Victoria Hobson

The HCFS is a company limited by Guarantee Registration number 07648654

Caretaker

Job Details

- SALARY RANGE:** £25,583 to £26,824 pro-rata – actual salary £6,914 to £7,249 per year
- CONTRACT TYPE:** Permanent
- RESPONSIBLE TO:** Site Manager
- ACCOUNTABLE TO:** School Business Manager
- HOURS OF WORK:** 7:00-9:00am, Monday to Friday (term time only + 4 INSET Days)
- Flexibility to cover 1:15-6:15pm in the absence of the Site Manager

Job Purpose

- To ensure the school site is safely opened, checked, and ready for the school day.

Job Duties

Not all tasks will be required every day and you will liaise with the School's Site Manager as to specific day to day priorities.

Opening and Security

- Act as a key holder for the school;
- Unlock school buildings, gates and designated areas;
- Deactivate alarm systems and check fire panel is operational;
- Ensure the site is safe and accessible for staff and pupils

Internal Site Checks

- Conduct daily internal inspection of buildings:
 - Check for leaks or damage;
 - Check emergency lighting indicators;
 - Inspect toilets and key areas;
- Prepare staffroom (e.g. urn, access).

External and Ground Checks

- Unlock external gates;
- Check safety of automatic gates;
- Inspect perimeter and grounds;
- Carry out litter picking and empty bins;
- When required, distribute gritting salt onto pedestrian and vehicle areas throughout the site;
- Basic playground safety checks.

Plant and Equipment Checks

- Check plant room systems:
 - Boilers functioning and at temperature;
 - Water pressure systems;
 - No warning lights on panels.

Deliveries and Weekly Tasks

- Support delivery access (milk, food);
- Assist with weekly flushing and basic compliance tasks;
- Support fire testing where required.

Reporting

- Report any faults, hazards, or concerns promptly to the Site Manager;
- Record completion of checks as required.

General

- Work safely and effectively as a lone worker;
- Be committed to the safeguarding and promotion of the welfare of pupils;
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person;
- Contribute to the overall ethos, work and aims of the school;
- Seek professional development in line with the duties of the role;
- Undertake any other duties and projects as appropriate as requested by the School Business Manager and Principal.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main responsibilities of this role.

Person specification

Criteria	Essential Qualities	Desirable Qualities	Method of Assessment
Experience	<ul style="list-style-type: none"> • Basic caretaking, cleaning, or site support experience • Experience of working independently 	<ul style="list-style-type: none"> • Experience working in a school 	A/I
Skills and knowledge	<ul style="list-style-type: none"> • Reliable and punctual (critical for opening site) • Ability to carry out basic safety checks • Able to identify and report issues clearly • Understanding of basic health and safety principles • Ability to use a School provided mobile phone to access emails. 	<ul style="list-style-type: none"> • Knowledge of alarm systems / plant rooms • Basic DIY skills 	A/I
Personal qualities	<ul style="list-style-type: none"> • Trustworthy (key holder responsibility) • Proactive and observant • Able to work alone 	<ul style="list-style-type: none"> • Able to work flexibly and out of school hours as required • A willingness to contribute to the wider life of the school • An interest in professional self-development 	A/I
Physical requirements	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting such as spreading gritting salt around site when required • Able to carry out work at high levels using appropriate equipment i.e. a ladder 		A/I