



Caretaker – Job Description

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| Post title: | Caretaker Level 3 |
| Salary and grade: | NJC, Grade 4 |
| Line manager/s: | The headteacher, members of the senior leadership team (SLT) and the governing body |
| Supervisory responsibility: | The postholder may be responsible for the deployment and supervision of the work of cleaners relevant to their responsibilities |

At Thrive CE Academy Trust, all roles contribute to our ethos of **Belonging**, **Believing** and **Becoming**. The Caretaker plays a vital part in creating a safe, welcoming and inclusive environment where pupils, staff and visitors feel a strong sense of belonging; where potential is nurtured; and where the school community is supported to become the very best it can be.

Main purpose of the job:

The caretaker will be responsible to the Headteacher for the maintenance of the school buildings and grounds including the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating, cleaning of a designated area and portage duties. In addition, the caretaker will also be expected to undertake a range of administrative and clerical duties.

Duties and responsibilities:

Supervision

- The Caretaker demonstrates the Trust's value of *Believing* by supporting and encouraging colleagues, helping create a positive and respectful team environment.
- To supervise the cleaning staff and support when needed, particularly during deep cleans and manual handling of heavy objects.

Building and Site Maintenance

- Maintaining a clean, safe and orderly environment contributes directly to *Belonging*, ensuring that pupils and staff feel respected, valued and cared for in their daily experience of the school.
- To clean a designated area in accordance with the school's approved methods, frequencies and standards.
- To ensure that the premises are kept secure and safe, including locking and unlocking the school building and ensuring the alarm is activated and deactivated and premises are secured.
- To undertake handyperson duties as appropriate. This will include unblocking sinks and toilets, checking and adjusting ball valve in water tank, painting walls as and where necessary, repairing or fitting of shelving, replacing light bulbs, etc.
- To undertake regular inspections of the premises to determine the need for repair and maintenance work.
- To monitor the effectiveness of, and ensure the maintenance of, all heating and service installations.



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- To carry out planned preventative maintenance inspections on a regular basis to ensure that the school complies with statutory Health and Safety requirements at all times.
- To prepare and maintain site operation and maintenance manuals with regard to general and systems maintenance.
- To ensure all hard areas and paths on the school site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a regular basis, all litter bins and baskets.
- To monitor the condition of school fences and gateways and to take appropriate action, with the Headteacher's approval, to repair and improve the perimeters.
- To ensure the safety of all paths and playgrounds in the event of ice and snow.
- To carry out emergency cleaning measures, as necessary, following storms, break-ins, vandalism and body spillages.
- To undertake porterage duties as required, including receiving, checking and safely moving deliveries and supplies to designated areas.

General

- Flexibility, reliability and commitment in this role support the Trust's value of *Becoming*, enabling the whole school community to flourish and supporting continual improvement.
- To be flexible in working patterns to accommodate contractors/extra-curricular events at evenings or weekends.
- To attend appropriate training courses as may be required.
- To use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
- To ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
- To complete appropriate documentation in connection with any of the duties listed, including online compliance systems, risk assessment and method statements.
- To ensure stock levels are maintained and stock control systems are in place and monitored.
- To undertake administrative/clerical duties connected with the caretaking and cleaning service, i.e. completing online maintenance and compliance systems, order forms, stock returns, timesheets.
- To undertake such other duties related to the post as may be assigned from time to time.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school or Trust is changed. Nothing will be changed without consultation.

Signature of post holder:

Date: / /

Signature of Head teacher:

Date: / /



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Person Specification:

Qualifications, knowledge and skills

Essential

- Practical skills with the ability to carry out caretaking duties including cleaning, manual handling, security patrols and minor repair work.
- Knowledge of Health & Safety and hygiene procedures and precautions.
- Willingness to gain awareness of Coshh regulations and apply knowledge appropriately.
- Numeracy and literacy skills with the ability to keep accurate records.
- Knowledge of moving and handling procedures and ability to work safely.
- Willingness to develop knowledge of ICT and other specialist equipment/resources.
- Ability to relate well to children and adults within a school environment.
- Supervisory skills and ability to manage contractor relationships.
- Ability to undertake all physical aspects of the role and use relevant equipment.
- Sufficient command of spoken English for confident and accurate communication.

Desirable

- Experience in a similar caretaking or premises role.
- Experience as a keyholder or in building security.
- Basic repair skills or experience with general maintenance tasks.
- Confidence using simple site or grounds equipment.

Personal Style & Behaviours

Essential

- Tact and diplomacy in interpersonal relationships.
- Self-motivation and drive to complete tasks to required standards.
- Flexibility to adapt to changing workload demands.
- Commitment to accessible and inclusive services.
- Commitment to continuous self-development.
- Commitment to continuous service improvement.
- Willingness to apply for enhanced DBS clearance.

Desirable

- Ability to work independently and as part of a team.
- Ability to manage change positively.
- Commitment to equality, diversity and respectful relationships.
- Strong interpersonal and rapport-building skills.

Alignment with Trust Values

Belonging

- Demonstrates inclusive communication and interpersonal respect.

Believing

- Shows high expectations of self and others.

Becoming

- Engages proactively in training and development.