

CHARTERS SCHOOL

JOB ACCOUNTABILITIES

Job Title: Caretaker	Job number / Grade
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JOB PURPOSE

The Caretaker supports the Facilities Manager and wider site team in maintaining the school’s internal and external environment to a high standard of safety, cleanliness, and presentation. The postholder plays a key role in portering, general caretaking, and basic maintenance, while also assisting with grounds maintenance. Responsibilities include shift-based site cover, locking and unlocking of premises, and vehicle checks for the school minibuses.

SCOPE OF JOB (Budgetary/resource control, impact)

Size of site: 89,124 m², 1,700 students and 250 staff

Budgetary/Resource Control: Appropriate and effective use of school tools, equipment, and supplies while maintaining cost efficiency.

Impact: Supports the operational running of the school by helping to provide a secure, clean, and well-maintained environment for learning and community use.

POSITION WITHIN UNIT STRUCTURE

Reports to: Facilities Manager

KNOWLEDGE, SKILLS & EXPERIENCE

Essential Skills & Experience:

- Previous experience in premises support or site assistant role.
- Basic DIY and maintenance skills (e.g. minor repairs, painting).
- Experience with manual handling, portering, or general caretaking.
- Ability to work effectively within a team and follow clear direction.
- Flexible approach to shift work, including early mornings, evenings, and occasional weekends.

Desirable Skills & Qualifications:

- Experience working in a school or educational setting.
- Knowledge of COSHH, Health & Safety procedures, and safeguarding protocols.
- Competence in completing basic vehicle checks and records.
- Clean driving licence (for assisting with minibus-related duties if required).

JOB ACCOUNTABILITIES

Site Operations & Security:

- Lock and unlock school buildings and gates on a scheduled shift rota.
- Undertake routine security checks and monitor site access when on duty.
- Be available to assist with evening events or emergency call-outs if required.
- Be available to open and close buildings for occasional out of hours lettings

General Caretaking Duties:

- Assist with minor maintenance and repair tasks under supervision.
- Report maintenance issues or hazards to the Facilities Manager promptly.

Portering & Logistics:

- Move and arrange furniture and equipment for lessons, meetings, and events.

- Receive and distribute deliveries across the school site.
- Provide set-up and breakdown support for school functions and lettings.

Litter, Waste & Cleaning Support:

- Carry out regular litter patrols and external bin emptying.
- Support site cleanliness by tidying shared spaces and monitoring hygiene.
- Assist with recycling and waste management operations.

Minibus & Equipment Checks:

- Conduct regular visual and checklist-based inspections of school minibuses.
- Report faults or issues to Facilities Manager.
- Support recordkeeping for site-related equipment checks.

Grounds & Facilities Support:

- Ensuring site grounds remain presentable, this may involve some basic grounds work including tasks such as clipping hedges, grass cutting and weeding.
- Assist with pathway maintenance, gritting, playground checks, and site tidiness.
- Participate in basic gardening, sweeping, or upkeep duties under guidance.

Health & Safety Compliance:

- Carry out duties in line with health and safety procedures and risk assessments.
- Use personal protective equipment (PPE) appropriately.
- Attend relevant training (e.g. manual handling, first aid, safeguarding).
- Being prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:
 - Cover of the school's needs throughout the day.
 - Appropriate cover for colleagues when absent for any reason.

Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.

Attend all statutory training required to work within a school.

Take part in the school appraisal process.

To be aware of and follow all relevant school policies and protocols.

Such duties and responsibilities may be updated from time to time to reflect any changes to the school. Only significant additional duties or responsibilities as required by the school will render the grade of the post liable for re-evaluation. This job description sets out the duties and responsibilities of the post at present. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Individuals in this role may also undertake some or all of the following:

- Periodic cleaning of designated areas of the school building and grounds according to instructions
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- Act as school contact in relation to premises related contractors.
- Organise testing for asbestos and other health and safety procedures.

Charters School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post holder signature _____ Name _____ Date _____

Manager signature _____ Name _____ Date _____