



ST CLAUDINE'S
CATHOLIC SCHOOL FOR GIRLS

Post: Assistant Caretaker

Post-holder: Vacancy

Date: June 2026

Contract type: Full time, Permanent, 52 weeks

Salary: Scale 5 Point 12 (range 12-17) + London Weighting + agreed overtime options

Reporting to: Site and Premises Manager

Mission Statement

“In faith, one family”

School Aims

We aim to provide a school experience which:

- In its breadth introduces each student to the fullness of a life rooted in the love of God.
- In its balance establishes attitudes, which produce concern for truth and respect for others.
- In its relevance enables each student to make a contribution to society with dignity and faith.
- Respects the uniqueness of each individual regardless of gender, race, faith, social background or ability.
- Serves to develop a sureness to stand against all that undermines dignity of self and of others.

The Assistant Caretaker will be directly responsible to the Site and Premises Manager.

Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmistress or Deputy Headteacher.

1. PURPOSE

- 1.1 To ensure, under the direction of the line manager, that the school premises and grounds and its contents are properly cleaned, maintained, secured and ready for use
- 1.2 To undertake such tasks as may be necessary for effective site management including undertaking various portering, administrative and lettings duties
- 1.3 To assist in the co-ordination of Health & Safety ensuring that regulations are followed and adhered to throughout the school

- 1.4 To support and contribute to the overall ethos, work and aims of the school
- 1.5 To ensure the school is tidy and presentable at all times, both inside the various buildings and around the school site and premises
- 1.6 To take action within the team to ensure all site equipment is stored and used safely and is in good working order
- 1.7 To maintain relevant health and safety and training certification and engage with safe working practices at all times
- 1.8 To support the school with site security

2. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

2.1 Maintain the security of school and related premises/areas including:

- locking and unlocking school buildings and areas;
- undertaking regular security checks and identifying security risks;
- monitoring CCTV or surveillance equipment where appropriate;
- monitoring fire safety equipment and carrying out fire drills;
- operating and responding to alarm systems where appropriate;
- liaising with police, security and surveillance contractors;
- provision of emergency access to the school site.
- To identify, resolve or report defects or hazards to the Caretaker/Premises Manager;
- To take a proactive approach to all aspects of cleaning and maintenance to include any additional cleaning tasks required e.g. tape on glass, litter in any corridors etc and the reporting of faulty door locks, lights etc. as record and maintenance requirements;
- To carry out appropriate repairs under the direction of the premises manager.
- To support the Headmistress and senior leadership team with any unwelcome or unruly visitors, escorting them from the site safely and preserving dignity at all times
- To carry a radio and be available to respond to calls throughout the day

2.2 Carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, including:

- collecting and assembling waste for collection;
- undertaking emergency and specialist cleaning tasks, including graffiti removal and litter-picking;
- oversight and monitoring of the electrical testing of portable electrical appliances and maintaining the appropriate records;
- operation and maintenance of heating plant and lighting systems;

2.3 Carry out minor improvement work as agreed with the Premises Manager, for example, minor decoration programmes, erecting shelves, notice boards, bookshelves etc.

2.4 Maintain the grounds and gardens as directed.

2.5 Undertake portering duties, including delivering mail where appropriate, moving furniture and equipment.

2.6 Treat all users of the school with courtesy and consideration, and contribute to a welcoming school environment which supports equal opportunities for all.

2.7 Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times, and assist in premises safety audits and risk assessments.

- 2.8 Contribute to the overall ethos, work and aims of the school.
- 2.9 Attend relevant meetings and participate in training and other learning activities and programmes as required.
- 2.10 Appreciate and support the role of other professionals, and establish constructive relationships and communicate with contractors and other agencies and professionals.
- 2.11 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - GDPR
- 2.12 Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.
- 2.13 Uphold and respect the Catholic life of the school.
- 2.14 Be mindful of the school's Catholic ethos and uphold its Catholic values and principles.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory and institutional requirements.

All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.