



Job Description: Central Caretaker (JG5)

Main purpose of role

To support MAT with operational duties for our 7 primary schools. To help ensure our schools remain compliant, safe and secure for our school communities

To support premises staff with efficient functioning of their schools, undertaking a range of duties with regard to buildings, the environment and their users, ensuring their safety and security.

Work with the MAT to deliver our estate vision including developing a sustainable approach to energy management and carbon reduction for your schools.

Helping our schools to provide the best learning environments for all of our pupils.

Key Duties and Responsibilities – Central Caretaker

- Support existing site caretakers with the effective delivery of statutory and internal compliance duties across all school sites.
- Assist in monitoring internal compliance checks using compliance management software (training provided).
- Complete and accurately record monthly compliance checks at all school sites in line with agreed schedules and procedures.
- Support the maintenance of a compliant Approved Contractors Database, ensuring contractors meet required standards for insurance, training, and certification.
- Assist in reviewing, strengthening, and embedding compliance procedures and policies to ensure consistency and best practice across all sites.
- Provide practical and technical support to site caretakers during term time and school holiday periods to ensure sites remain safe, operational, and well-maintained. Assisting them with minor building works, and planned maintenance activities when required.
- Ability to organise own workload to respond to the needs of the MAT. Report on SFOO on a day to day basis.
- Support the monitoring and coordination of contractors working across school sites, ensuring all works are completed safely, compliantly, and to the required standards, from obtaining initial quotations through to project completion.
- Act as a central point of support during works, liaising with premises staff, contractors, and leadership teams.
- Assist with site inspections before, during, and after works to ensure compliance with health and safety and project specifications.

- Build and maintain effective working relationships with premises staff, headteachers, and senior leaders to understand site needs and provide responsive, practical support.
- Act as a trusted point of contact, offering advice and guidance on premises, compliance, and maintenance matters.
- Attend premises and estates meetings as required, contributing to discussions and action planning.
- Support audits, inspections, and reviews related to premises, health and safety, and compliance.
- Assist in identifying risks, trends, and areas for improvement across sites and contribute to solutions.
- Promote a culture of high standards, shared responsibility, and continuous improvement across all school premises.

Qualifications and experience

- Appropriate technical and trade qualifications/relevant experience
- Knowledge of basic Health & safety regulations. Training will be given
- Basic IT skills
- GCSE Maths and English

Contacts

- Central MAT office, including CEO, CFO and SFOO
- Senior leadership and premises staff from each school
- Suppliers and contractors