



School Caretaker

Person Specification

Grade: H3 5–6

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

Category	Essential	Desirable
Qualifications & Training	<ol style="list-style-type: none"> 1. Basic literacy and numeracy skills appropriate to the role 2. Willingness to undertake mandatory and offered training, including health & safety and safeguarding 	<ol style="list-style-type: none"> 3. Relevant vocational qualification or training in caretaking, facilities, estates or maintenance 4. Evidence of trade-related skills (e.g. basic plumbing, joinery, decorating)
Experience	<ol style="list-style-type: none"> 5. Experience of practical caretaking, facilities, estates or maintenance work 6. Experience of working independently and using initiative 7. Experience of working as part of a team in a busy environment 	<ol style="list-style-type: none"> 8. Experience working in a school or other large public building 9. Experience liaising with contractors and external service providers 10. Experience supporting lettings, events or out-of-hours use of premises
Knowledge, Skills & Competencies	<ol style="list-style-type: none"> 11. Practical knowledge of general maintenance and site upkeep 12. Skilled in general maintenance and repair 13. Awareness of health and safety requirements and safe working practices 14. Ability to carry out routine checks on building systems and take appropriate action 15. Ability to manage a varied workload and prioritises tasks effectively 16. Understanding of confidentiality and professional boundaries in a school setting 	<ol style="list-style-type: none"> 17. Knowledge of heating, alarm, CCTV or building management systems 18. Knowledge of efficient cleaning methods and materials 19. Basic IT skills (e.g. email, logging faults or checks) 20. Understanding of safeguarding responsibilities in education
Responsibility & Autonomy	<ol style="list-style-type: none"> 21. Works with a degree of autonomy within established procedures and guidance 22. Responsible for the day-to-day care, security and condition of the school site and its contents 	

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	23. Able to identify risks, defects or issues and take appropriate remedial action or report concerns 24. Regular liaison with contractors and external providers to support effective site management	
Personal Attributes	25. Able to carry out manual handling of furniture, equipment and goods 26. Practical, reliable and hardworking with a proactive approach 27. Calm and professional in a busy school environment 28. Flexible and responsive to changing priorities 29. Approachable and able to build positive working relationships 30. High standards of attendance, punctuality and organization 31. Commitment to safeguarding and promoting the welfare of children and young people	32. Willingness to learn new skills and take on additional responsibilities 33. Positive contribution to team working and site improvement initiatives
Communication	34. Good communication skills with adults and young people 35. Ability to work cooperatively and communicate effectively with staff, students and external / third parties inc lettings, contractors etc.	
Additional Requirements	36. Full driving licence or willingness to work towards one 37. Willingness to work all year round, including school holidays 38. Willingness to work additional paid hours, including evenings, and occasional weekend to support school events and lettings 39. Flexibility and sensitivity to the needs of a wide range of users of the school, including children, parents, governors and staff	

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

May 2026