



# PASSMORES COOPERATIVE LEARNING COMMUNITY

## Job Description

**Position: Weekend Caretaker**

**Line Manager: Site Manager**

**Performance Management Reviewer: Site Manager**

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### **Key responsibilities & Duties:**

- To act as a key holder & carry out security procedures for the building & grounds. The routine & non routine opening / closing of premises & grounds
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Preparing the school premises & site for school activities & clearing up after these activities
- Preparing the school premises and site for out of school activities and clearing up after these activities
- Monitoring and ensuring the cleanliness of the school premises and furnishings
- Responding appropriately to emergencies or urgent issues as they arise
- Daily, weekly & monthly maintenance checks
- Checking that agreed work by staff or contractors has been completed satisfactorily & reporting any deficiencies to the Site Manager
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage
- Ensuring that all caretaking equipment is in a safe and working condition and reporting any deficiencies to the Site Manager
- Be responsible for assisting with outside lettings and reporting any issues to the Lettings Manager

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body.

**Shift Pattern:**

- Saturday & Sunday, 08:00am – 4:00pm

**Whole School:**

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

**Well Being and Mental Health:**

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

### **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

### **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

### **Other specific duties**

1. To play an active part in the life of the school community

***The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title***

**Vic Goddard**

**CEO**

**June 2026**