



St Mary's Catholic School

School Caretaker

Job Description

Grade: Scale H3 5–6 **Working Pattern:** 7:30am–3:30pm (daily, all year round))

Hours: 37.5 hours per week, all year round (plus additional paid hours as required)

Reports to: Estates Manager, SLT or Headteacher

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Job Purpose

To work as part of the school estates team to ensure the school site, buildings and grounds are safe, secure, clean and well maintained at all times. The postholder will carry out a broad range of caretaking and maintenance duties, liaise with contractors and external providers, and contribute to the smooth day-to-day operation of a large secondary school site.

Key Responsibilities

General Responsibilities

1. Contribute to and support the overall aims and ethos of the school.
2. Participate in training, learning activities, performance management and professional development in line with school policies.
3. Work such additional paid occasional hours as required to meet the operational needs of the school outside normal hours (e.g. parents' evenings, lettings, weekend contractor access).

Site Maintenance and Operations

1. Carry out general caretaking, premises and grounds maintenance duties to support the efficient operation of the school.
2. Undertake minor repairs and maintenance tasks, including basic decorating and routine site upkeep.
3. Monitor the condition of buildings, grounds and equipment, identifying, reporting and/or addressing defects or hazards.
4. Maintain high standards of cleanliness, safety and presentation across the school site.
5. Undertake general portage duties, including receiving deliveries, moving furniture and equipment, and managing waste for collection.
6. Monitor stock levels and order supplies as required.

Health, Safety and Security

1. Support compliance with health and safety legislation, policies and procedures.
2. Carry out routine and statutory health and safety checks of buildings, grounds, fixtures, fittings and equipment, including fire safety compliance.
3. Operate and regularly check building systems including heating, cooling, lighting, alarms and CCTV, reporting faults and arranging repairs as required.
4. Assist with site security, including opening and closing buildings, responding to alarms and acting as a designated key holder for emergency access.
5. Contribute to emergency procedures, including fire safety and evacuation arrangements.
6. Work with relevant staff to complete risk assessments and ensure compliance with health and safety responsibilities, including COSHH, working at height (ladders), asbestos, legionella and asset management.
7. Ensure the careful and safe use of electrical, IT and other equipment related to the role.
8. Monitor the work of cleaning and other site staff as required and liaise with contractors and service providers to support site operations.
9. Assist with the maintenance and safe use of specialist equipment following appropriate training (e.g. sports or theatrical equipment).

Liaison and Communication

1. Work collaboratively as part of the estates and caretaking team.
2. Communicate effectively with pupils, staff, parents/carers, governors, visitors and contractors to support the effective maintenance and security of the school site.
3. Support evening lettings, school events and meetings as required.
4. Use basic IT systems (e.g. email, documents) to support the role and communication with others.
5. Comply with school policies including those relating to child protection, health and safety, confidentiality and data protection, reporting concerns appropriately.

Safeguarding

1. Act at all times in accordance with safeguarding policies and procedures.
2. Maintain professional boundaries and contribute to a safe environment for children and young people.

Professional Development

1. Undertake training and development opportunities offered or required by the school, including statutory and role specific training.

General Duties

1. Work with a degree of autonomy within established procedures and priorities.
2. Demonstrate flexibility and sensitivity to the needs of a wide range of school users.
3. Prioritise and manage workload effectively in response to the needs of the school.
4. Carry out any other reasonable duties commensurate with the grade of the post.