



Chaucer Junior School

Job Description – Caretaker (Grade 4)

Purpose of role: To ensure the school premises are clean, safe, secure, and well-maintained, supporting the day-to-day operations of the school.

Areas of Responsibility and Key Tasks

Safeguarding

Contribute towards the safeguarding of all pupils by remaining curious and vigilant at all times and reporting any concerns in line with the school's safeguarding policy.

Health and Safety

- Maintain the security of the site and its contents, including locking/unlocking premises daily, activating alarms, and securing the building following damage or vandalism in line with procedure. This is required during both term time and in the holidays.
- Liaise with emergency services where necessary, including out of school hours.
- Conduct regular Health & Safety compliance checks of the school's building and grounds including alarms, lighting, water, and fire safety systems.
- Act as custodian/key holder, ensuring emergency out-of-hours cover is in place.
- Conduct risk assessments including (but not limited to) HASAW, COSHH and RIDDOR, ensuring proper storage and use of chemicals and equipment.
- Assist in reviewing and updating relevant risk assessments and audits, ensuring maintained and up-to-date records of statutory safety checks.
- Ensure all exterior areas, including playgrounds, car parks, pathways and all pedestrian access is clean and safe, particularly in adverse weather conditions.
- Maintain playground safety by inspecting equipment and surfaces regularly.
- Report emergencies immediately (including gas, electricity or water faults).
- Perform daily site checks and report any issues affecting safety and security.
- Direct and monitor contractors and external trades on-site and inspect works as required, ensuring that appropriate paperwork is completed and up to date.
- Oversee pest control measures and respond to hygiene-related issues (e.g. spillages).

Site Maintenance

- Be responsible for the daily opening and closing of the school gates, ensuring the site is secure at the start and the end of each day.
- Ensure the cleanliness of the school building and grounds, including classrooms, toilets, communal areas and outside areas such as boilers houses and stores etc.
- Routine cleaning as directed by the Headteacher or SBM.

- Conduct routine inspections of the premises to identify and address maintenance needs, reporting any faults as they arise and keeping records where necessary.
- Receive deliveries and goods arriving on site, check them against delivery notes, and ensure they are safely stored or transferred to the correct location within school.
- Undertake general porter duties, including assisting with setting up rooms, assembling the stage and moving furniture or equipment for school events, assemblies, and parent meetings.
- Routine, non-specialist repairs and maintenance including but not limited to:
 - Basic electrics such as replacing lights
 - Unblocking sinks, toilets and drains
 - Clearing gutters at height
 - Minor repairs to doors and furniture
 - Basic joinery and carpentry
 - Painting and basic decorating
 - Fixing loose fixtures and fittings
 - Basic plumbing tasks
 - Assembling or repairing furniture
 - Basic repairs to brick or stonework
 - Hanging notice boards or pictures
 - Cutting back trees or shrubbery
 - Maintaining outdoor equipment
 - Replacing ceiling tiles and floor tiles
- Cleaning of a non-routine nature, to include the removal of graffiti, spillage and blockages (where possible).
- Ensure that all hard playing areas and paths are free from litter and all drains and gullies are free flowing and clear.
- Maintain adequate levels of equipment for minor repairs, cleaning, maintenance and day-to-day operations (e.g. cleaning products, lightbulbs etc) and order replacements.
- Draw the attention of the Headteacher or SBM to any necessary repair or maintenance work that is beyond the competence/safety of the caretaker.
- Monitor heating, lighting, and other utilities to ensure efficient operation and record readings, completing related documentation.
- Ensure proper waste disposal and recycling practices are followed.
- Respond to emergency situations such as fire alarms, leaks, or power outages.

Lettings and Other Duties

- Form positive professional relationships and work in partnership with colleagues.
- Prepare for after-school activities/lettings, clearing and cleaning up after these activities and preparing for normal school activities.
- Assist with lettings and events outside of normal working hours where required.
- Undertake necessary training associated with the role or working in schools.
- To treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies, procedures and regulations relating to child protection, health and safety, confidentiality, equality and diversity, data protection, and dealing with concerns as appropriate.

In addition to the above, the post holder is required to perform such other duties consistent with the purpose of the job, as required by the Headteacher or SBM. This job description is a guide to the main duties for which the jobholder is accountable. However, as the role develops, the jobholder's obligations may vary and change.