

**St Michael's C of E School  
School Caretaker  
Job Description**

Line Manager: Headteacher and School Secretary

**Contract Type:** Part-time / Permanent

**Working Hours:** 17.5 hours per week – 43 weeks of the year

**Salary:**

## **1. JOB PURPOSE**

To ensure that the school premises are safe, secure, clean, and well-maintained at all times, providing a positive environment for pupils, staff, and visitors. This job description describes the normal duties of the postholder, however, the duties may vary or be amended dependent upon the needs of the school.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

### **2.1 Site Security**

- Open and close the school buildings and grounds as required.
- Ensure all doors, windows, and gates are secure.
- Operate alarm systems and act as a key holder.
- Respond to call-outs when necessary outside of normal working hours

### **2.2 Maintenance and Repairs**

- Main point of contact for all maintenance and caretaking duties
- Carry out minor repairs and general maintenance tasks including painting and decorating
- Maintain fixtures, fittings, and equipment in good working order.
- Report major faults and liaise with external contractors- for example school heating, plumbing and electrical system
- Monitor contractor work on site to ensure quality and value for money
- Undertake emergency repairs

### **2.3 Health and Safety**

- Ensure compliance with health and safety legislation.
- Undertake Health and Safety Training
- Carry out Health and Safety inspections of the premises and grounds.
- Check fire alarms, extinguishers, and emergency exits regularly.
- Carry out Legionella checks
- Test emergency lighting
- Report hazards and maintain accurate records.
- Oversee the implementation of the Health and Safety Policy
- Work closely with the School Governor with responsibility for overseeing H+S
- Take action following external reports

### **2.4 Cleaning and Grounds**

- Undertake and supervise cleaning duties
- Maintain all outdoor areas including playground pathways.
- Carry out seasonal duties such as gritting and snow clearance.
- Ensure safe disposal of waste and recycling.
- Liaise with the grass and hedge cutting contractors

- Ensure all internal glass in windows and doors are kept clean
- Undertake periodic cleaning of carpets.
- Maintain COSHH records

## **2.5 Facilities and Lettings**

- Prepare rooms for assemblies, events, meetings and school activities.
- Assist with school lettings and community use of the premises.
- Move furniture and equipment as required.

## **2.6 Safeguarding**

- Safeguard and promote the welfare of children.
- Follow school safeguarding policies and procedures at all times.
- Report any concerns immediately to the designated safeguarding lead.

## **2.7 Line Management**

- Line manage other cleaners to ensure that cleaning is carried out to the highest of standards

## **2.8 Reasonable Tasks**

- Undertake any reasonable task related to the role not specifically detailed in this job description.

## **3. PERSON SPECIFICATION**

### **Essential**

- Experience in caretaking, maintenance, or a similar role.
- Basic DIY and repair skills.
- Good painting and decorating skills
- Knowledge of health and safety practices.
- Ability to work independently and use initiative.
- Good communication skills.
- Flexibility to work outside of normal working hours when required
- Computer literate

### **Desirable**

- Experience working in a school environment.
- Relevant training (e.g. Health & Safety, COSHH).
- Experience supervising contractors.

## **4. PERSONAL ATTRIBUTES**

- Reliable, punctual, and trustworthy.
- Excellent interpersonal skills
- Flexible and adaptable approach to work.
- Friendly and approachable.
- Committed to maintaining a safe and welcoming environment.

## **5. ADDITIONAL INFORMATION**

- The role may require split shifts (morning and afternoon).
- Occasional evening or weekend work may be required.
- The post is subject to an enhanced DBS check.

St Michael's C of E School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS, rigorous vetting and qualifications check will be carried out upon appointment of the successful candidate.