

| Person Specification | |
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| Job Title: | <i>Caretaker</i> |
| Location: | <i>St John Fisher Catholic Primary School, Littlemore</i> |
| Responsible To: | <i>Headteacher, School Business Manager</i> |
| Contract: | <i>Permanent: 52 weeks per year</i> |
| Salary Grade: | <i>Grade 5</i> |
| Working Pattern: | <i>Monday – Friday</i> |
| Working Hours | <i>15 hours per week (flexible working hours may be considered)</i> |

Job Purpose

Under the guidance of the Headteacher and School Business Manager, and working to agreed schedule of work, be accountable for the security and maintenance of the school site ensuring that the grounds and buildings are safe, clean and well maintained at all times.

This person specification sets out the skills and qualities we believe will help someone thrive in the caretaker role at St John Fisher: someone who takes ownership, works independently and takes real pride in keeping our school safe, tidy and inviting for our children.

Essential Criteria

Experience

- Experience of practical, hands-on work such as basic maintenance, repairs, DIY, gardening or site/cleaning work
- Experience working independently and using initiative to manage a varied workload
- Experience following health & safety procedures or risk assessments in any previous setting

Knowledge

- Awareness of health & safety responsibilities relevant to site management, including safe use of tools, machinery and cleaning equipment
- Understanding of safe manual-handling practices
- Willingness to learn school-specific procedures such as fire safety checks, water testing and lone-working requirements

Skills & Abilities

- Practical skills to carry out minor repairs, basic maintenance, decorating and routine site tasks
- Ability to identify issues, spot hazards and take proactive action without waiting to be directed
- Ability to work safely, following training, guidance and risk assessments
- Ability to use simple recording systems (e.g. logging checks on Smartlog or similar).
- Good basic literacy and numeracy to read instructions, complete compliance logs and follow written procedures
- Ability to plan, organise and prioritise tasks effectively, especially when working alone
- Ability to maintain strong standards of cleanliness and site presentation

Personal Qualities

- High level of initiative — notices what needs doing, takes ownership and acts promptly
- Reliable, punctual and trustworthy
- Positive and proactive approach to work; takes pride in maintaining high standards
- Friendly, polite and approachable — able to build positive relationships with staff, pupils and visitors
- Flexible and adaptable to the changing needs of a busy school
- Committed to supporting the values and ethos of the school community

Physical Requirements

- Able to carry out manual handling tasks safely (moving furniture, equipment and resources)
- Able to work indoors and outdoors in all seasons, including walking the site daily and using ladders

Desirable Criteria

- Experience working in a school or similar environment
- Experience maintaining grounds or outdoor spaces
- Experience caring for animals or maintaining a coop/run (helpful for our school chickens)
- Experience monitoring plant/equipment such as boilers or pumps
- Full UK driving licence

Safeguarding Commitment

- Commitment to promoting the safeguarding and wellbeing of children and young people
- Willingness to undertake enhanced DBS and online checks in line with KCSIE guidance