



**ST. DOMINIC'S**  
**PRIORY SCHOOL**

## Caretaker – Stone

**20 hours a week over 2 1/2 days. Monday, Friday and one other day £10,844.40. Term time only (36 weeks per year)**

Location: Stone

Contract type: Permanent – 20 hours per week, Mon and Fri 10am-6pm with 5 hours to be worked on another day each week to be agreed term time with 2 compulsory inset days.

St Dominic's Priory School is a highly successful Independent Day School and Pre School who were recently judged to be 'Excellent' by Independent Schools Inspectorate in all categories.

We are looking for a Caretaker to join our Estates team, based at St. Dominic's Priory School in Stone. You'll be responsible in ensuring all buildings (both internally and externally) and grounds are maintained to a high standard so that pupils and staff can work effectively and safely.

The ideal candidates will have experience of caretaking and building maintenance or other relevant experience.

- Determined to develop the school site, undertaking and overseeing the premises and cleaning duties
- have experience of grounds maintenance and gardening
- be an excellent team player
- Inspiring, with a 'can do' attitude, and a team player with excellent communication and motivation skills
- Enthusiastic and flexible with a good sense of humor
- Able to relate well to adults and children

We can offer you:

- A happy supportive and motivated team environment
- Excellent facilities and resources
- Access to training and professional development
- A very pleasant working environment

Main duties for this role are:

- Contribute to the provision of high-quality maintenance, security and cleanliness of the school buildings and grounds which ensures that staff and children have safe, comfortable and well-maintained working environment
- To undertake responsibility for the supervision of the site and maintenance and security of the buildings



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**Safeguarding Commitment**

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful applicants will be subject to an enhanced DBS check.

To apply, please visit our website [www.stdominicspriory.co.uk](http://www.stdominicspriory.co.uk) (found under 'General Information, Employment Opportunities') or by calling the School Office on 01785 814181.

**Closing Date: 17<sup>th</sup> July 2026**

**Start Date to be confirmed with successful candidate**

## Job description - Caretaker

### **Main Purpose and Responsibilities:**

To provide security, maintenance and other premises related services. The Caretaker is required to carry out, under reasonable direction, the appropriate duties in the case of school buildings and the open environment, in matters of security, health and safety, cleanliness and comfort conducive to the working needs of students, staff and other site users.

### **Maintenance and Repair**

#### **Painting and Decorating**

Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate.

#### **Joinery**

First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks, Minor repairs to furniture, replacing door and window catches. Minor improvements such as the erection of small shelves, display and notice boards. Advice, and/or undertake, where appropriate renovation projects

#### **Plumbing**

Unblocking sinks, traps and waste pipes. Adjustment and rewashing of taps. Stopping leaks.

### **Responsibilities and Accountabilities Premises:**

To identify areas in need of repair and maintenance work and report these to the Facilities Manager.

- To ensure that the buildings and school site are secure, particularly out of school hours and to attend rapid response callouts as required.
- To arrange facilities for hirers as specified.
- To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- To perform duties in line with health and safety requirements.
- To report serious hazards to the Facilities Manager immediately.

- To provide safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergency.
- To carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage.

#### **Grounds:**

- To brush/hover the muga and indoor sports hall.
- To mark the car-parking spaces as necessary
- To keep the pathways and drives clean and clear.
- To keep drains and gully's free flowing. Unblock if necessary.
- To clear snow and ice and spread salt on paths during inclement weather.
- To dispose of unwanted materials, furniture and equipment as necessary.
- To cut grass, trim bushes and deweed flower beds and site.

#### **Security:**

- Morning: Unlocking all necessary gates and doors, check for intrusion in the building. De-activate intruder alarms where necessary.
- Evening:
- Check all windows are locked, lights switched off, re-activate intruder alarms, lock all necessary doors and gates. Open and close the premises to meet the requirements of the school day and of lettings.
- Monitor access to the premises of outside users ensuring that the highest possible level of security remains in place at all times. Prevent trespass including challenging validity of unknown persons and where necessary contact the police to assist.
- Report breaches of security/procedure to the Headteacher, Deputy Headteacher and where necessary report cases of illegal entry to the police.
- Ensure valuable items of equipment left unsecured during weekends, school holidays, etc. are placed in a secure room.
- Check and report on condition of burglar alarm systems.
- Heating:
- Ensure adequate supplies of hot water and acceptable temperatures are maintained.
- Vent radiators when required.
- Clean and ensure boiler house is kept free of combustible materials.
- Call out duties – Key holder



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**Cleaning:**

- To ensure that at all times the students and staff have a clean, safe and hygienic environment in which to work. Ensure graffiti, spillage, body fluids etc. are removed promptly. Ensure that toilet paper, soap, paper towels are replenished as appropriate.
- Ensure litter is removed from all parts of the school's premises.
- Portering:
- Distribute goods and equipment to locations around the school when deliveries have been received and checked. To collect and deliver items to and from local venues. Movement of furniture, materials and equipment around the site.

**Other:**

- Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Equality Act.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavor to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but, following consultation, may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.