



# Job description: Site Manager Assistant/Caretaker

Singlewell Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

<b>Job title:</b>	Site Manager Assistant/Caretaker
<b>Salary:</b>	KSA - £24,513 FTE – Actual £15,204 pa
<b>Hours:</b>	22.5 hrs per week Split Shift – 7:00 to 10:30 am & 2:00 to 6:00 pm Mon, Tues & Wednesday
<b>Contract type:</b>	Part Time, Fixed Term
<b>Reporting to:</b>	Sandra Mason, Business Manager
<b>Responsible for:</b>	School Cleaner

## Main purpose

The Caretaker is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school

## Duties and responsibilities

### General duties

- Carry out portorage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to Site or Business Manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors

### Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages

- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

### **Security**

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set and monitor security alarm systems, report potential security breaches, and respond to alarms/call-outs including outside normal working hours in line with agreed procedures.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety

### **Health and safety**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to Site or Business Manager
- Provide safe access to the school in cold weather conditions

### **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

## Person specification

CRITERIA	QUALITIES
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"><li>➤ Basic First Aid certificate (e.g. Emergency First Aid at Work)</li><li>➤ Health &amp; Safety certificate (e.g. COSHH, Manual Handling, Fire Safety)</li><li>➤ Basic DIY / minor repairs qualification or practical training (or demonstrable experience)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>➤ Caretaking</li><li>➤ Building maintenance</li><li>➤ Security, including alarm systems</li><li>➤ Cleaning work</li><li>➤ Some DIY</li><li>➤ Working in a team</li><li>➤ Supervising a small team of staff</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>➤ Good knowledge of health and safety regulations</li><li>➤ Ability to work flexibly, independently and as part of a team</li><li>➤ Basic DIY skills</li><li>➤ Ability to plan, organise and prioritise</li><li>➤ Basic IT skills</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>➤ Ability to work under pressure and prioritise effectively</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to safeguarding and equality</li><li>➤ Embraces change well</li><li>➤ Deals with difficult situations effectively</li><li>➤ Able to work flexibly and out of school hours as required</li></ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"><li>➤ Be reasonably fit to carry out the duties of the job</li><li>➤ Able to carry out some manual handling and lifting</li><li>➤ Able to carry out work at high levels using appropriate equipment</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact the School Office and ask for the Site Manager or Business Manager

Last review date: January 2026

Next review date: January 2028

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_