



The Grove Junior School

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www.thegrovejunior.co.uk
Headteacher, Miss Lorna Urquhart



Job Description

Job title: Premises Manager/Caretaker
Responsible to: Headteacher / Office Manager
Salary grade: H4-H5 (£25,989 - £29,540) FTE

Main purpose

To be responsible for the security, maintenance and cleaning of the school.

Key responsibilities

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
2. Act as a designated key holder, providing out of hours and emergency access to the school site.
3. Responsible for cleaning some internal communal areas of the school (hall/dining room/offices/library), including emptying of bins.
4. Responsible for keeping external areas of the school clean and tidy, including emptying of bins.
5. Procure quotes for routine maintenance work on school premises.
6. Contribute to the management of the premises budget.
7. Be responsible for other site staff including cleaning staff and grounds persons.
8. Operate and regularly check systems such as heating, cooling, lighting and security (including fire and security alarms), and recording these either online or in spreadsheets to comply with H&S requirements.
9. Check and replenish supplies of toilet paper/paper towels and hand soaps in all toilet areas.
10. Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
11. Arrange emergency repairs.
12. Arrange regular maintenance and safety checks.
13. Act as one of asbestos authorised officers for the schools (ongoing training to be provided)
14. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
15. Monitor materials and stock and/order supplies.
16. Undertake general portage duties, including moving furniture and equipment within the school.
17. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
18. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules and record these in line with H&S requirements.
19. Deal with the purchase of materials to carry out repairs.



Individuals in this role may also undertake some or all of the following:

1. Ensure the operation and maintenance of specialised equipment following training, for example running track and sports/theatrical equipment.
2. Provide training on health and safety issues to other premises staff.
3. Facilitate lettings and carry out associated tasks, in line with local agreements.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
- The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed. Decides on whether to undertake minor repairs, prioritisation of contractors and suppliers.
- Oversee maintenance work; regularly required to reprioritise tasks.

Knowledge, Skills & Abilities

- Practical and procedural knowledge of the range of regulation and policies governing premises security, repairs and maintenance, operation of heating, lighting systems, ordering of supplies, procuring maintenance services.
- Skills and experience in facilities equivalent to national qualification level 3 and supervisory experience.
- Manual dexterity in operating equipment and minor repair work.
- Laptop will be provided and basic computer knowledge is essential (emails, word processing, editing and saving documents; further training provided in using Google Drive etc.)

Supervision

- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed. Decides on whether to undertake minor repairs, prioritisation of contractors and suppliers.
- Provides advice to senior management team on maintenance policy and procedures.
- Regular supervisory responsibility for work of other support staff and contractors.

Problems, Demands & Decisions

August 2026

- Through the oversight of maintenance work is regularly required to reprioritise tasks to ensure that the site is kept functional.
- Planning preventative maintenance programmes, analyses and planning the nature and extent of repairs and maintenance and procure contractors.

Dimensions

- Handles purchase of materials for repairs.
- Regular supervisory responsibility for work of contractors.
- Oversee cleaners (3)
- Responsible for security of the school premises; designated key holder for the locking and unlocking of premises; ordering and stock control of a range of equipment and materials. Advice to senior management team on maintenance policy and procedures.

Physical Effort

- Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.

Working Environment

- Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk. Working at height may be involved from time to time.