

Temporary Caretaker – Site Support (Summer Programme)
Job Description

Name:	
Job Title:	Temporary Caretaker – Site Support
Salary point range:	SCP 6
Responsible to:	Lead Caretaker / Operations Manager
Responsible for:	The Temporary Caretaker / Site Support role is to provide practical, hands-on support to the school's summer holidays refurbishment programme, supporting classroom, toilet and reception renovation works. The postholder will help ensure the site remains safe, organised and ready for contractors and school reopening in September.
Effective Date:	17 th July 2026 – 31 st August 2026

Role and Context

Responsibilities	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support the preparation of classrooms, toilets and reception areas ahead of renovation works (e.g. clearing rooms, moving furniture, protecting assets). • Assist with post-works reinstatement, including moving furniture back, basic fitting, and ensuring spaces are ready for use. • Act as on-site support during works, assisting contractors where appropriate and reporting issues to the Lead Caretaker. • Carry out basic caretaking and site support duties, including minor repairs, supervision of deliveries, and waste removal. • Ensure the site remains safe, secure and compliant with health and safety expectations during the holiday period. • Undertake daily checks of allocated areas and report any concerns promptly. • Support general site readiness for the start of the new academic year. <p>Person Specification (Summary)</p> <p>Essential</p> <ul style="list-style-type: none"> • Practical, hands-on approach with good manual handling ability. • Reliable, punctual and able to work independently. • Awareness of basic health and safety procedures. • Ability to follow instructions and work effectively with contractors and school staff. <p>Desirable</p> <ul style="list-style-type: none"> • Previous caretaking, site, facilities or construction-related experience. • Experience working on an active site or refurbishment programme. • Basic DIY or maintenance skills.
General Duties	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To maintain Staff and Pupil confidentiality • To undertake training as appropriate

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date:
