

ASSET
Education



Nurturing Humanity

School Caretaker

Recruitment Pack



MAT EXCELLENCE
AWARDS

WINNER 2025



Civic partnership of the year

Presented by  OPTIMUS EDUCATION



MAT EXCELLENCE
AWARDS

WINNER 2024



Wellbeing trust of the year

Presented by  OPTIMUS EDUCATION

About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

-  **Structure & Stability**
-  **Expertise**
-  **Positivity**
-  **Relationships & Communication**
-  **Place**
-  **Time Well Spent**



Sarah Orves, Director of Wellbeing

“Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting”

  **Complete**
  **Human**
  **Strategy**
The ASSET way to wellbeing



ASSET
Education 

School Caretaker

Grade 3

Overview

Under the direction of School Business Manager, Senior Administrator or Headteacher the post holder is responsible for all aspects of site management including a wide range of duties and responsibilities connected with the cleaning and maintenance of the school building and grounds.

All duties are carried out within recognised procedures or guidelines. There will be some need to interpret information or situations and to resolve straightforward problems.

The post holder will have a proactive, comprehensive role in ensuring that school buildings facilities, site services and cleaning programmes are maintained and operated to specific standards under the direction of the Headteacher, Business Manager or Senior Administrator.

The level description gives an overview of the level of competence required to carry out work at this level. Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

General Duties

- The post holder will often be the first point of contact with school contractors.
- Visitors and hirers will be required to support and promote the corporate image of the school.
- The post holder will have regular cleaning responsibilities.
- The post holder will contribute to the strategic development of the premises; ensuring site maintenance and building projects are undertaken efficiently and effectively.
- The post holder may be expected to undertake shift work to meet the needs of school.



Job Description Continued....

Supervise

- May include supervision of cleaning staff, ensuring safeguarding of all.
- Contractors whilst on site.
- Allocation and prioritisation of workloads, including organising holiday cover.
- Supporting development and training of staff when required.

Security

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with.
- Take a proactive role in identifying and implementing improvements to site security.
- May be on call in the event of emergencies.

Premises Management

- Take part in daily cleaning routines of school premises supporting existing cleaner.
- Ensure routine building and site maintenance work is undertaken as required.
- Liaise with school staff, contractors and Trust Premises Group as required.
- Ensure all plant and equipment is safely stored and maintained to the required standard.
- Ensure all outside services are maintained, including drains and hard areas.
- Monitor the standards of cleaning and grounds maintenance and report problems to the line manager.
- Contribute towards the school Health and Safety procedures
- Keep a log of Health and Safety issues and discuss them with line managers and premises as required.
- Ensure all Health and Safety checks are undertaken and recorded.
- Ensure that energy conservation and procedures are complied with.
- Ensure value for money.
- May basic DIY skills.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

In addition, all cleaning duties must be carried out in accordance with health and safety procedures, as follows:

- Wearing personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- Use of 'dirty kit' in disposing of bodily fluids
- In the event of an accident, refer to COSSH data sheet for guidance

Person Specification

Criteria	Person Profile	Essential	Desirable
Technical or Specialist	Broad knowledge of basic DIY/equipment and straightforward repairs.		✓
	Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/machine competence)	✓	
	Knowledge of industrial cleaning products and the relevant health and safety guidelines		✓
Literacy and Numeracy	Ability to read and record written information such as meter readings etc	✓	
Organisational	Knowledge of health and safety policies and procedures, e.g. manual handling		✓
Physical Skills	Hand /eye co-ordination needed to undertake basic DIY and cleaning tasks.	✓	
Mental Skills	Ability to recognise straightforward problems, resolve or report.	✓	
	Identifying areas of improvement within the site and contributing to changes in working practice.	✓	
Interpersonal and Communication	Keep up to date written records.	✓	
	Ability to communicate clearly.	✓	
Level of Autonomy	The work is covered by guidelines and procedures	✓	
	The post holder will have regular contact with line manager	✓	

Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.

