



Name:	Vacancy
Job Title:	Apprentice Caretaker
Reports To:	Caretaker / School Business Manager
Bucks Pay Range:	Apprenticeship Rate
Working Hours:	37 hours per week
Working Weeks:	52
DBS Required:	Enhanced, with Children's Barred List Check

Purpose of Role:

The purpose of the job of Apprentice Caretaker / Facilities Services Operative is:

- To work with the Site Manager in all matters relating to the satisfactory operation, maintenance, cleanliness, safety and appearance of the school buildings, grounds and equipment.
- To develop practical caretaking, cleaning and facilities management skills through workplace experience and apprenticeship training.
- To support the day-to-day running of the school site, ensuring a safe, secure and welcoming environment for pupils, staff and visitors.
- To successfully complete the Level 2 Facilities Services Operative Apprenticeship.

Main Duties and Responsibilities

Assistance to the Caretaker

The job holder will assist the Caretaker with daily tasks which may include:

- Carry out minor repairs, maintenance and improvements around the school site.
- Clean and tidying areas of the school and grounds to maintain high standards of cleanliness and presentation.
- Support the setup and clearing of rooms and halls for school activities and events.
- Carry out repairs to furniture, fittings and equipment as necessary.
- Assist with grounds maintenance, planting and upkeep of external areas.
- Ensure the school site remains tidy throughout the year, including litter picking, sweeping leaves and removal of weeds.
- Assist with opening and locking the school site where required.
- Ensure safe access to the school during adverse weather conditions including snow, ice and flooding.
- Support health and safety checks and report hazards, defects or concerns promptly.
- Ensure caretaking equipment is maintained in a safe and working condition.
- Work safely at all times and following school health and safety procedures.
- Assist with portering duties and moving equipment and furniture safely.
- Support contractors and visitors whilst on site where required.

Cleaning Responsibilities

- Undertake responsibility for a designated cleaning area within the school.
- Carry out daily cleaning duties including sweeping, mopping, vacuuming, wiping surfaces and emptying bins.
- Clean toilets, classrooms, corridors and communal areas as required.

- Replenish cleaning materials and reporting low stock levels as required.
- Support the maintenance of a clean, safe and welcoming environment for pupils, staff and visitors.
- Report any maintenance, health and safety or safeguarding concerns identified whilst carrying out cleaning duties.
- Support the wider cleaning and caretaking team during periods of absence, school events or additional operational requirements.
- Ensure cleaning equipment is used safely and stored correctly in line with COSHH and health and safety procedures.

Administration Duties

- Send emails, access the school diary and use school systems as required.
- Complete basic records relating to site tasks, maintenance and health and safety checks.

Pastoral Care

- Develop positive relationships with all children.
- Maintain a positive approach to child management.
- Ensure the health and safety of all children on school premises.
- Ensure that safeguarding procedures are understood and fully implemented.

General

- Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos of the school, securing its Mission Statement with all members of the school community and ensuring an environment for learning and teaching that empowers both staff and children to achieve their highest potential
- Actively support the school's corporate policies, including the Staff Handbook, relating to professionalism, equality and diversity, inclusion and health, safeguarding and well-being, confidentiality and social networking
- Promote the school and celebrate its success at every opportunity
- Promote the HOH approach in all areas of their role.
- To attend appropriate training sessions for the purposes of maintaining a quality office environment, to understand the needs and legal obligations of schools, and for potentially developing new working practices. To appreciate that these training sessions may need to take place on rare occasion out of term time or duty time.
- To communicate effectively and appropriately with other members of staff and visiting guests.
- To help promote the ethos of the School wherever possible.
- To perform other duties commensurate with the grading of the post as directed by the Headteacher and SLT.

Relationships with Pupils, Parents/Carers and the Wider Community

- Develop positive links with parents/carers, Governors and the local community by supporting the school's approach to community involvement and cohesion.
- Uphold the school's links with the local community, local schools, the Local Authority and other external agencies.
- Promote a positive image of the school at all times.

Performance Management and Professional Development

- Take shared responsibility for your own professional development by participating in apprenticeship training, staff training, meetings and INSET days.
- Actively engage in the apprenticeship programme, reviews and assessments.
- Develop practical knowledge and skills relating to caretaking, maintenance, facilities and health and safety.

Conduct

- To act in a professional and confidential manner with all school information
- To work co-operatively with others and to show commitment to the school, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team
- To promote the image of the school in all contact with the local and wider community
- Set high expectations of conduct, whilst acting as a good role model for others
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To be fully aware of and adhere to all school, local authority and government policies

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection
- Participate in training and other learning activities as required and to participate in appraisal and professional development
- Set high expectations of conduct, whilst acting as a good role model for others
- Handle difficult situations and issues with sensitivity and calm, ensuring the safeguarding of pupils, data protection issues and the need for strict confidentiality at all times

These duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate administrative duties within the context of the job, skills and grade.

This job description is current at the date shown but, following consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job which are commensurate with the grade and job title.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.

Signed:

Headteacher

Date:

Post Holder: _____

Date: _____

Name: _____

This document was last reviewed: June 2026

Apprentice Caretaker / Facilities Services Operative – Person Specification

Document was last reviewed: June 2026

	Essential	Desirable
1. Knowledge and Experience		
Interest in caretaking, maintenance, cleaning or facilities work	√	
Understanding of the importance of health and safety within a school environment	√	
Understanding of the importance of safeguarding and confidentiality	√	
Willingness to learn practical maintenance and cleaning skills	√	
Awareness of the importance of cleanliness, presentation and site safety	√	
Experience carrying out practical, cleaning or maintenance tasks		√
Experience using basic hand tools or cleaning equipment		√
Experience working within a school or similar environment		√
Awareness of COSHH or manual handling procedures		√
Basic ICT knowledge		√
2. Skills and Abilities		
Ability to work effectively as part of a team	√	
Ability to follow instructions and guidance from senior staff	√	
Ability to communicate effectively with staff, pupils, parents and visitors	√	
Ability to manage workload and prioritise tasks with support	√	
Ability to carry out practical and cleaning duties safely and effectively	√	
Ability to maintain high standards of cleanliness and presentation	√	
Ability to identify and report maintenance or health and safety concerns	√	
Ability to work in a flexible and co-operative manner	√	
Ability to use basic IT systems and software	√	
Ability to work independently when required		√
Ability to support the preparation of rooms, events and school activities		√
3. Personal Qualities		
Reliable, punctual and trustworthy	√	
Positive attitude and willingness to learn	√	
Hardworking and self-motivated	√	
Flexible and adaptable	√	
Calm and approachable manner	√	
Commitment to safeguarding and promoting the welfare of children	√	
Commitment to maintaining high standards across the school site	√	
Takes pride in their work and the appearance of the school	√	
Willingness to undertake training and professional development	√	
Good sense of humour and ability to work well with others	√	
Physically fit as the role involves manual handling, lifting and practical tasks	√	
Willingness to contribute positively to the wider life and ethos of the school	√	
Interest in developing a future career in facilities management, maintenance or site management		√