

# Wellspring Academy Trust

## Job Description



**Post title:** Assistant Caretaker

**WELLSPRING**

We Make A Difference

**Reporting to:** Estates Manager

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### **Purpose of the post**

To provide a high-quality caretaking service that ensures a safe, hygienic, and welcoming environment for pupils, staff, and visitors. The Assistant Caretaker is expected to take personal pride in their designated areas, maintaining rigorous standards of security, cleanliness, and health and safety compliance.

### **Key Duties & Responsibilities**

#### **1. Site Security & Readiness**

- Act as a designated key holder for the school premises where required, ensuring the site is opened or secured strictly in accordance with Trust protocols. Ensure that the site is fully decommissioned at the end of the day, with all windows and doors physically secured and intruder alarm systems correctly activated.
- Conduct a comprehensive physical and visual sweep of the entire site every morning prior to the arrival of staff and pupils. This inspection must include:
  - Identifying and removing any immediate hazards, such as fallen branches, broken glass, or trip hazards, and ensuring pedestrian pathways are clear and safe (e.g. gritting in winter).
  - Verifying the integrity of boundary fencing and gates to prevent unauthorised access.
  - Ensuring the site is clean and presentable—clearing litter from entrances and checking that the "first impression" of the school is positive and professional.
  - Confirming that internal temperatures are appropriate (heating/cooling) and that all essential facilities are operational and 'ready for learning'.
- Follow site-specific security policies and handle access requests from visitors or staff in accordance with Trust procedures.

#### **2. Cleaning & Hygiene Standards**

- Maintain the cleaning of specified areas to the Trust's standard, following approved methods and schedules to ensure a professional learning environment.
- Ensure all refuse is collected and disposed of correctly, keeping internal and external bin areas tidy and secure.
- Monitor and replenish soap, paper towels, and other hygiene essentials, ensuring facilities are always ready for use.

#### **3. Environment & Porterage**

- Assist in maintaining high cleanliness standards, including replenishing consumables, removing refuse, and performing deep-cleaning tasks (e.g. floor treatments and carpet shampooing) during school closures.
- Assist in ensuring all external hard surfaces, playgrounds, and entrances are free from litter, weeds, and debris. Maintain gullies and drains at surface level to ensure they remain free-flowing.
- Undertake general porterage duties, including the movement of furniture, equipment, and deliveries, ensuring the needs of the school day are met.
- Maintain all FM tools and equipment in a clean, safe, secure, and tidy condition at all times, and that the Line Manager is kept up to date with faults, breakages, and loss of equipment.
- Carry out basic caretaking tasks and minor handyman repairs (e.g. tightening fixtures, changing light bulbs, or minor furniture adjustments) as directed by the Estates Manager or Head of School.
- Ensure immediate entrances and pathways in your designated area are free from litter, leaves, and debris.

#### **4. Safety & Compliance**

- Store all cleaning equipment and materials safely and securely in accordance with COSHH (Control of Substances Hazardous to Health) regulations.
- Take ownership of your area by proactively reporting any faults, broken equipment, or maintenance requirements through the correct reporting channels.
- Participate in all mandatory health and safety training to ensure that Trust standards for fire safety, manual handling, and COSHH are consistently met.

#### **5. Professionalism & Botheredness**

- Conduct yourself with integrity and a positive can-do attitude, demonstrating pride in the school environment and respect for all stakeholders.
- Maintain complete confidentiality regarding all school and Trust information.
- Support the Site Operative and the wider team in implementing FM systems, policies, and procedures to ensure smooth school operations.

#### **Standard Duties in all Trust Job Description**

- Show commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Personal integrity and a commitment to the Nolan principles of public service.
- A commitment to professional development.
- This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

#### **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to always respect confidentiality and safeguarding practices.

#### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must always project a positive image of the Trust and through all activities.

#### **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

## Person Specification

Education and Training	Information	Essential/ Desirable	Evidenced By
Education and Training	Knowledge of basic, safe, general maintenance and cleaning techniques	D	Application
	Qualifications relevant to the post E.g. NVQs Level 2 building/joinery/plumbing, Building Cleaning Certificate	D	Application
	Good all-round standard of education	E	Application
	First Aid Certificate	D	Application
	H&S Qualification	D	Application
	Experience	Relevant experience in a facilities management or an estates role	D
Experience	Experience of working in an educational establishment or similar environment	D	Application Interview
	Understanding of providing a customer led service	E	Application Interview
	Understanding the needs of the school and the reactive nature of the work	D	Application Interview
	Experience of keeping accurate work records	D	Application Interview
	General and Specialist Knowledge	Awareness and understanding of basic safety and security measures	E
General and Specialist Knowledge	Knowledge of COSHH regulations	D	Application Interview
	Knowledge of health and safety procedures and policies	D	Application Interview
	Awareness of health & hygiene procedures	D	Application Interview
	Understanding of the issues associated with safety, site security and the ability to provide appropriate responses/actions	D	Application Interview
	Effective use of site equipment and other specialist equipment/ resources for site maintenance & management	D	Application Interview
	Skills and Abilities	Ability to organise, self-motivate and work effectively as a supportive member of the estates and school team	E
Skills and Abilities	Ability to deal with day-to-day issues on own initiative, dealing with any unexpected problems that arise, identifying priorities, whilst ensuring that lower priority work is kept up to date	E	Application Interview
	Ability to work independently and maintain appropriate records	E	Application Interview
	Ability to participate and contribute to continuous improvement and development of the service and facility	E	Application Interview
	Safety awareness and risk management skills	E	Application Interview
	Ability to demonstrate good interpersonal skills to communicate with a range of people	E	Application Interview
	Ability to work alongside and provide high quality support to cleaning staff		Application Interview
	Time management skills	E	Application Interview Reference
	Good ICT skills	E	Application Interview
	Additional Requirements	Operate with the highest standards of personal/professional conduct and integrity	E
Additional Requirements	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	Application Interview
	Willing to undertake training and continuous professional development	E	Application

	in connection with the post		Interview
	Work in accordance with the Trust's values and behaviours	E	Application Interview
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	Application Interview
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	Application Interview
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	Application Interview
	A commitment to safeguarding and promoting the welfare of all	E	Application Interview

Review Date : 12 May 2026 (SG)