

St Mary's Church of England Primary School

Acting Headteacher: Ms. A. Saunderson-Darkes

www.stmaryscephprimary.co.uk

JOB DESCRIPTION

POST TITLE:	Caretaker/ Cleaner
GRADE:	Grade E. Scale point 5.
SALARY:	£20,742 (pay award pending).
CONTRACT:	Permanent (52 weeks). 30 hours per week, Monday to Friday (6am to 9am, then 3pm to 6pm).
CLOSING DATE:	31 st August 2026
SHORT LISTING:	3 rd September 2026
INTERVIEW DATE:	4 th September 2026
START DATE:	14 th September 2026
REPORTING RELATIONSHIP:	To the Executive Headteacher or designated line manager.
JOB PURPOSE:	To ensure a warm, safe, clean and secure environment in which children and staff can work effectively.

Main Duties and Responsibilities

The following are a list of main duties and responsibilities of the post. The list is not exhaustive and the postholder is expected to undertake any other duties as may reasonably be required.

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required. Report findings to the appropriate member of the leadership team and ensure appropriate action is undertaken.
2. Act as a designated key holder, providing out of hours and emergency access to the school site.
3. Operate and regularly check systems such as heating, lighting, Fire Alarm and security (including intruder alarms).
4. Be responsible for the operation of a planned preventative maintenance programme and ensure routine maintenance inspections of buildings, fittings, fixtures, premises and grounds are carried out to identify areas requiring maintenance and repair to ensure work can be carried out efficiently.
5. Operate and respond to alarm systems as appropriate and check that alarm systems are working correctly to meet with Health and safety regulations and procedures.
6. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site such as painting and repairing/maintaining fixtures and fittings, erecting shelves etc. to ensure premises and fittings are safe and fit for purpose internally and externally.
7. Request emergency repairs.
8. To be responsible for ensuring simple plumbing repairs are undertaken when required such as unblocking sinks and drains, replacing tap washers etc. to ensure sanitary facilities are in good working order.
9. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales and in accordance with health and safety and safeguarding risk assessments.

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10. Oversee emergency cleaning duties i.e. cleaning of bodily fluids, graffiti removal etc. when necessary to ensure the school is maintained to a high standard.
11. Oversee and monitor the safety testing of portable electrical appliances and the annual fire equipment testing. Maintain accurate and up to date records to meet with regulations and procedures.
12. Monitor consumables and stock and/order supplies.
13. Undertake general portage duties, including moving furniture and equipment within the school and working at height following appropriate training.
14. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
15. 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 complete paperwork.
16. Ensure all areas are kept clean, free of litter and weeds and paths gritted or salted when applicable to ensure the environment is safe for use.
17. Ensure the safe storage and removal of hazardous materials.
18. Support the Headteacher with the Health and Safety Audits and Risk Assessments and complete paperwork.
19. Maintain records relating to servicing of equipment (site dependent).
20. Contribute to the maintenance of good order and positive behaviours in school.
21. Attend any training courses relevant to the post, ensuring continual personal and professional development.
22. Be aware of and comply with policies and procedures relating to safeguarding, child protection, behaviour, anti-bullying, anti-racism, equal opportunities health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of and adhere to Trust and school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
24. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Cleaning Main Duties and Responsibilities

Additional to the above:

25. Carry out cleaning schedule as per specification provided.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY COUNCIL/SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

THE POST IS SUBJECT TO A DBS (Disclosure & Barring Service) CHECK AND WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED – ALSO WILL BE SUBJECT TO RECHECKING AS APPROPRIATE
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PERSON SPECIFICATION: Caretaker /Cleaner

Criteria	Essential/ Desirable
Education/Qualifications	
Possesses sufficient Literacy and Numeracy skills to be able to carry out role effectively	E
Experience	
Experience of working in a similar role in a school or educational establishment	D
Previous experience working as a tradesperson	D
Skills/Knowledge	
Ability to carry out repairs and maintenance tasks (not requiring a qualified craftsman) competently and within a reasonable time	E
Ability to use tools and equipment competently and safely	E
Ability to work unsupervised showing initiative and strong time management	E
Understanding of Health and safety legislation relating to a caretaking environment	E
Willingness and ability to clean designated areas competently and to a high standard	E
Excellent interpersonal and communication skills with the ability to relate well to children and adults	E
Ability to use IT effectively	E
Excellent organisation skills	E
Working knowledge of undertaking risk assessments	D
Personal Attributes	
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:	E

• Motivation and commitment to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Attitude to use of authority and maintaining discipline	
Ability to work constructively as part of a team	E
Understanding of equality and diversity issues with the ability and commitment to promote and develop positive initiatives in all aspects of work	E
Committed to the Christian ethos and values of the school and Trust	E
Additional Requirements	
Proof of identity and eligibility to work in the UK	E
Satisfactory Disclosure and Barring Service check at Enhanced Level including Children's Barred List check	E
A minimum of two satisfactory references from current and previous employers (or education establishment if not in employment) that meet the requirements of Part 3 of Keeping Children Safe in Education	E
Proof of qualifications	E
Confirmation of mental and physical fitness for the post	E

Caretaking Roles

The table below identifies differences in key tasks for Caretaking roles. Detailed job descriptions are provided for each which include key duties and responsibilities applicable to all roles.

	Caretaker Level 1	Caretaker Level 2
Site Security	• Opening and locking of premises • Alarm setting and maintenance • Following safeguarding procedures in relation to access to site • Attend out of hours emergencies carrying out emergency remedial work • Update and maintain CCTV	• Opening and locking of premises • Alarm setting and maintenance • Contributing to and following safeguarding procedures in relation to access to site • Attend out of hours emergencies carrying out emergency remedial work • Update and maintain CCTV
Health and Safety	• Carry out routine Health and Safety and maintenance checks • Assist with site-related risk assessments and audits • Ensuring site is safe and secure including gritting during inclement weather • Ensuring safe storage and removal of hazardous materials	• Plan and implement annual schedule of Health and Safety and maintenance checks • Carry out and update site-related risk assessments and audits • Ensure site is safe and secure including preparing inclement weather plan • Ensuring safe storage and removal of hazardous materials • Produce health and safety reports for the Headteacher and Governors on site management issues.
Site Maintenance	• Identify and carry out required routine repairs and maintenance • Carry out grounds maintenance • Co-ordinate and assist with deliveries and carry out general portage duties • Monitor work of contractors, reporting any concerns	• Identify and carry out required routine repairs and maintenance • Obtain quotes from contractors • Carry out grounds maintenance • Co-ordinate and assist with deliveries and carry out general portage duties

		• Monitor and quality assure work of contractors
Administration and resources	• Monitor and replenish stocks and consumables • Update recording systems	• Contribute to the management of the premises budget • Manage and monitor stock levels • Monitor and replenish stocks and consumables • Update recording systems
Staff supervision and development	• Demonstrate duties to new staff	• Supervise and line manage site staff as allocated
Additional school responsibilities	• Drive the school minibus • Maintain mini bus and site equipment service records • Break and lunch duties	• Drive the school minibus • Maintain mini bus and site equipment service records • Break and lunch duties

Cleaner Role

The table below identifies scheduled frequency of cleaning tasks and areas.

FREQUENCY	AREA	DESCRIPTION
DAILY	Entrances & Corridors	<u>Vacuum/Sweep/Mop</u> - Depending on the floor covering, ensure all debris is removed from the surface via vacuum or sweeping and then mop using yellow coded equipment and appropriate detergent and dry mop if required. Treat any stains using detergent.
DAILY	Entrances & Corridors	<u>Removal Of Adhesive Matter</u> - Check walls and surfaces for any adhesive matter i.e. chewing gum, Blu Tac and sticky labels. Where chemicals are required for removal, use correct personal protective clothing (PPE).
DAILY	Entrances & Corridors	<u>Waste Bins</u> - Ensure all waste bins are emptied and waste is removed to the designated area. If the waste bin requires cleaning, please clean appropriately and return to original area.
DAILY	Entrances & Corridors	<u>Spot Cleaning</u> - Check all walls, doors, frames, handles/push plates, switches and glass work and remove all dust, smears, hand/foot marks, spillages, stains and marks. NOTE: Telephones, PCs and VDUs must not be cleaned. Desks /workstations only to be cleaned when cleared, do not move contents of desks/workstations.
WEEKLY	Entrances & Corridors	<u>Dust Damp Wipe</u> - Remove dust and dirt from horizontal surfaces, light switches, fire alarm switches, fire extinguishers, handrails, balustrades, windowsills, doors, doorframes, handles, workstations, furniture and other washable contact areas up to a height of 8ft to create clean, dust free surfaces. Any loose items are to be removed and replaced as found to facilitate cleaning.
DURING SCHOOL HOLIDAYS/ PD DAYS	Entrances & Corridors	<u>Deep Cleaning Days</u> - Deep clean will include all walls, doors, skirting, framework and door glass, removing graffiti, hand/foot marks, adhesive matter, Blu Tac and stickers where possible. Scrubbing off/polishing of corridors, class rooms, halls and toilet floors where necessary. Where shelves and work surfaces are cleared, dust and clean. If equipment has been pulled away from the walls or on wheels, remove and clean behind walls, ledges and floor.
AS AND WHEN REQUIRED	Entrances & Corridors	<u>Carpet Cleaning & Shampooing</u> - Check all areas of carpet securely fixed. Remove from floor any litter, spillages, impacted and ingrained soiling and stains. Remove adhesive materials. Mop, sweep or vacuum area where necessary. Move furniture where appropriate. Use spot remover or trigger sprays to remove

		stains and release detergent for heavily soiled areas. Do not over wet. Check colourfastness of carpet. Fully shampoo carpet using appropriate brushes, tools and equipment. Remove any splashes from skirting walls and fixtures. Allow carpet to dry completely and dry vacuum. Carpet to be left free of spillages, ingrained dirt and stains.
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FREQUENCY	AREA	DESCRIPTION
DAILY	Toilets & Washrooms	<u>Brush/Static mop</u> - Depending on the surface ensure all debris is removed from the surface via sweeping then mop using red coded equipment, appropriate detergent and dry mop if required.
DAILY	Toilets & Washrooms	<u>Removal Of Adhesive Matter</u> - Check walls and surfaces for any adhesive matter i.e. Chewing gum, Blu Tac and Sticky labels where chemicals are required use correct PPE.
DAILY	Toilets & Washrooms	<u>Waste Receptacles</u> - Ensure all waste receptacles are emptied and the waste is taken out of the site to the designated area, If the receptacle requires cleaning please do so and return where found.
DAILY	Toilets & Washrooms	<u>Spot Cleaning</u> - Check all walls, cubicles, doors, frames, handles/push plates, switches and glass work, remove all dust, smears, hand/foot marks, spillages that you come across
DAILY	Toilets & Washrooms	<u>Sinks/Mirrors/counters and fronts</u> - Clean all surfaces of sinks/washbasins, worktops, overflows and outlets, splashbacks, fixtures and mirrors, ensuring taps and mirrors are polished dry with paper towels to ensure a smear free shine. All surfaces to be left hygienically clean
DURING SCHOOL HOLIDAYS/ PD DAYS	Toilets & Washrooms	<u>Deep Cleaning Days</u> - Deep clean will include ensuring all walls, doors, skirtings, frame works, door glass, waste receptacles are cleaned removing graffiti, hand/foot marks, adhesive matter, Blu Tac and stickers. Scrubbing off/Polishing of toilet floors where necessary.

FREQUENCY	AREA	DESCRIPTION
DAILY	Staff Room/ Classrooms	<u>Vacuum/Sweep/Mop</u> -Depending on surface, ensure all debris is removed from the surface via vacuum or sweeping then mop using yellow coded equipment, appropriate detergent and dry mop if required
DAILY	Staff Room/ Classrooms	<u>Removal Of Adhesive Matter</u> -Check walls and surfaces for any adhesive matter i.e. chewing gum, Blu Tac and sticky labels. Where chemicals are required, use correct PPE.
DAILY	Staff Room/ Classrooms	<u>Waste Receptacles</u> -Ensure all waste receptacles are emptied and the waste is taken out of the site to the designated area. If the receptacle requires cleaning, please do so and return to where found.
DAILY	Staff Room/ Classrooms	<u>Spot Cleaning</u> -Check all walls, doors, frames, handles/push plates, switches and glass work, remove all dust, smears, hand/foot marks, spillages that you come across.
DAILY	Staff Room/ Classrooms	<u>Sinks/Mirrors/counters and fronts</u> -Clean all surfaces of sinks/washbasins, worktops, overflows and outlets, splashbacks, fixtures and mirrors, ensuring taps and mirrors are polished dry with paper towels to ensure a smear-free shine. All surfaces to be left hygienically clean. NOTE: Only clean areas that are free from objects and clean sink when clear of pots
DURING SCHOOL HOLIDAYS/ PD DAYS	Staff Room/ Classrooms	<u>Deep Cleaning Days</u> -Deep clean will include all walls, doors, skirtings, frameworks, door glass, removing graffiti, hand/foot marks, adhesive matter, Blu Tac and stickers where possible. Scrubbing off/polishing of corridors, classrooms, halls and toilet floors where necessary. Where shelves and work surfaces are cleared, dust and clean. If equipment has been pulled away from the walls or are on wheels, remove and clean walls, ledges and floor.

FREQUENCY	AREA	DESCRIPTION
DAILY	Dining Area & Hall/Gym	<u>Vacuum/Sweep/Mop</u> -Depending on the surface, ensure all debris is removed from the surface via vacuum or sweeping then mop using yellow coded equipment, appropriate detergent and dry mop if required.
DAILY	Dining Area & Hall/Gym	<u>Removal Of Adhesive Matter</u> - Check walls and surfaces for any adhesive matter i.e. Chewing gum, Blu Tac and Stick labels where chemicals are required use correct PPE.
DAILY	Dining Area & Hall/Gym	<u>Waste Receptacles</u> -Ensure all waste receptacles are emptied and the waste is taken out of the site to the designated area. If the receptacle requires cleaning, please do so and return to where found.
DAILY	Dining Area & Hall/Gym	<u>Spot Cleaning</u> -Check all walls, doors, frames, handles/push plates, switches and glass work, remove all dust, smears, hand/foot marks, spillages that you come across. NOTE: Telephones, PCs and VDUs must not be cleaned. Only clean desks/workstations when cleared, do not move contents of the desks
WEEKLY	Dining Area & Hall/Gym	<u>Buffing</u> -Remove from floor any litter, spillages and impacted soil. Remove adhesive materials, MOP, sweep or vacuum area where necessary. Burnish floor using high-speed rotary machine and spray application of floor maintainer. Remove splashes from skirting, walls and fixtures. Floor surfaces to be left with uniform burnished finish, free of spillages, impacted soil and scuff marks.
DURING SCHOOL HOLIDAYS/ PD DAYS	Dining Area & Hall/Gym	<u>Deep Cleaning Days</u> -Deep clean will include all walls, doors, skirtings, frameworks, door glass, waste receptacles are cleaned removing graffiti, hand/foot marks, adhesive matter, Blu Tac and stickers where possible. Scrub off/polish floors where necessary.