

## Job description

**Post Title:** Caretaker

**Start date:** TBC

**Post Purpose:**

To uphold the Catholic Life and Mission of the school;  
To support the management, maintenance and security of the school site;  
To ensure a safe, clean and well-maintained environment for students, staff and visitors;  
To assist in ensuring compliance with health and safety regulations and statutory requirements.

**Reporting to:** Site Manager

**Working Time:** 36.5 hours per week

**Salary/Grade:** NJC Grade 2 SCP 3-8 (£24,796 - £26,834)

**Disclosure Level:** Enhanced

### General Duties

To support the day-to-day operation, maintenance and security of the school site, ensuring that the premises are safe, clean and well-maintained so that students and staff can fully access all aspects of school life. The role holder will carry out general maintenance, assist with site inspections, ensure compliance with health and safety requirements, and respond to any issues promptly and effectively.

The post holder will actively support the aims and values of the school and contribute to the Catholic Life and Mission of the school. They will also share in the corporate responsibility for the wellbeing and safety of all pupils.

### Specific Duties

#### 1. Site Maintenance and Operations

- Carry out general maintenance, repairs and basic DIY tasks across the school site;
- Support the upkeep of buildings, grounds and equipment to a high standard;
- Assist in regular site inspections and report/resolve any faults or hazards;
- Ensure the school premises are clean, safe and well-presented at all times;
- Assist with setting up rooms and spaces for lessons, events and lettings;
- Support the management of waste, recycling and general site tidiness..

#### 2. Health and Safety Compliance

- Support the implementation of health and safety procedures and statutory compliance checks;
- Assist in monitoring fire safety equipment, alarms and emergency systems;
- Ensure safe access around the site, particularly in adverse weather conditions (e.g. gritting);
- Report hazards promptly and take appropriate action to minimise risk;
- Work alongside contractors on site, ensuring compliance with school procedures.

### **3. Security and Site Supervision**

- Assist with the opening and closing of the school site, including securing buildings;
- Monitor the site to ensure the safety and security of the premises;
- Respond to alarms, emergencies and out-of-hours call-outs where required;
- Support the supervision of site access, including visitors and deliveries.

### **4. Teamwork and Support**

- Work closely with the Site Manager and wider staff team;
- Provide support during school events, lettings and emergency situations;
- Maintain good communication with staff regarding site issues and requirements;
- Contribute to maintaining a safe, positive and well-functioning school environment.

### **Professional Standards**

- Support the aims of the school in promoting a safe, clean and inclusive learning environment;
- Treat all members of the school community with respect and consideration;
- Demonstrate professionalism, reliability and punctuality at all times;
- Follow and uphold school policies and procedures, including safeguarding, health and safety, and security;
- Take responsibility for maintaining high standards across the school site;
- Be proactive in identifying and addressing site, maintenance and safety issues;
- Maintain appropriate records in relation to maintenance and compliance checks;
- Participate in relevant training and take responsibility for personal development;
- Attend staff meetings and briefings where required;
- Work collaboratively with colleagues and external contractors;
- Read and adhere to all relevant school policies and procedures;
- Undertake duties as reasonably assigned by the Headteacher or senior leadership team.

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

### **Our Safeguarding commitment**

The school is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect;
- Our people have the right to experience their optimum mental and physical health;
- Every child has the right to an education and young people need to be safe and to feel safe in school;
- Young people need support that matches their individual needs, including those who may have experienced abuse;
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- Our young people should be encouraged to respect each other's values and support each other;
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need;

- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

Please be aware, as part of our rigorous safer recruitment process, we will undertake the following pre-appointment checks if you are successful on the interview day:

- Verification of identity – including an original birth certificate;
- Eligibility to work in the UK;
- An online search;
- DBS Barred List (if a teacher, cover supervisor or pastoral lead);
- Enhanced DBS check;
- That you are not subject to a prohibition order or GTCE restriction;
- That you are not subject to a TS128 prohibition from a management position (if grade 4 or HOD or SLT);
- Qualifications (including degree certificate and A Level results);
- QTS certificate;
- Overseas check may be made if you have lived abroad;
- Two references will be requested and verified.

This position is only available for candidates who have the right to work in the UK. We regret we cannot sponsor candidates from abroad or provide a work visa.

As a new employee you will be expected to uphold and promote our strong safeguarding culture.