

JOB DESCRIPTION	
SCHOOL	Sandwich Infant School
JOB TITLE	Caretaker
GRADE	APLb
REPORTS TO	SLT
DATE	September 2025

Main purpose

The Caretaker is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Promoting health and safety around the school

Duties and responsibilities

General duties

- Carry out portorage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to SLT
- Carry out small repairs and DIY projects

Cleaning

- Carry out ad-hoc cleaning duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages

Security

- Maintain the security of the school premises as key holder
- Unlock and sometimes lock the premises as required, including out of school hours when necessary
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to SLT
- Provide safe access to the school in cold weather conditions

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Ensure that cleaning staff carry out their duties professionally and effectively

Other areas of responsibility

- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Open and close the school and help set up activities as required out of hours several times a year including; spring/summer fairs and urgent contractor work at weekends

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification: Caretaker

CRITERIA	QUALITIES	ESSENTIAL/DESIRABLE
Qualifications	➤ Level 2 Award in Support Work in Schools	Desirable
Experience	➤ Caretaking	Desirable
	➤ Building maintenance	Essential
	➤ Security, including alarm systems	Essential
	➤ Cleaning work	Desirable
	➤ Some DIY	Essential
	➤ Working in a team	Desirable

CRITERIA	QUALITIES	ESSENTIAL/DESIRABLE
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good knowledge of health and safety regulations ➤ Ability to work flexibly, independently and as part of a team ➤ Basic DIY skills ➤ Ability to plan, organise and prioritise 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours as required 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Physical requirements	<ul style="list-style-type: none"> ➤ Be reasonably fit to carry out the duties of the job ➤ Able to carry out some manual handling and lifting ➤ Able to carry out work at high levels using appropriate equipment 	<p>Essential</p> <p>Essential</p> <p>Essential</p>

Print name (Employee):

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: