

## Job Description

<b>Job Title:</b>	School Caretaker
<b>Group:</b>	UK Independent Schools
<b>Dept/Project/Service:</b>	St Andrews
<b>Reports to:</b>	School Business Manager
<b>Responsible for:</b>	N/A
<b>Usual office base:</b>	St Andrews
<b>Grade:</b>	8

### Job Purpose:

To ensure the school environment is safe, clean, well-lit, and adequately ventilated & heated to support effective teaching and learning. To maintain high security standards for the protection of the school family, property and resources. Support the daily operations of the school by carrying out general maintenance, caretaking, cleaning, and driving duties.

### Job Objectives:

#### 1. Security

- Act as the primary key holder for the entire school site.
- Lock and unlock the premises during school hours, out of hours, and holidays.
- Maintain day-to-day security of the site, including monitoring the Fire and Intruder Alarms.
- Escort and supervise contractors during on-site visits for breakdowns or maintenance.

## 2. Driving

- Conduct safety checks on the school minibus prior to all journeys.
- Drive the school minibus for scheduled school activities, trips, and outings.
- Make deliveries and collections of documents, including confidential information, furniture, and other school supplies.

## 3. General Site Maintenance

- Ensure heating and lighting systems are functional; regulate as needed.
- Perform a daily site walkaround to ensure all areas are safe and ready for the arrival of teachers and pupils.
- Ensure classrooms and communal areas are heated before school hours.
- Perform snow and ice clearance to maintain safe access during winter.

## 4. Health and Safety

- Provide site access and induction for external contractors, ensuring awareness of hazards and compliance with Health and Safety legislation.
- Comply with all school Health and Safety procedures. Working with the Facilities Administrator, complete school compliance checks and record appropriately. These will include asbestos, ladder and playground checks.
- Maintain records of repairs and report serious defects to the Business Manager.
- Address immediate hazards (e.g., broken glass, chemical spills).
- Perform regular fire alarm checks. Organise fire drills and full evacuations, and serve as a Fire Warden.
- Report any Health and Safety concerns to the Business Manager.
- Be an active participant at the Health and Safety Action Group meetings.

## 5. Caretaking Duties

- Move furniture and equipment, including portable staging, as required.
- Assist with traffic management at the beginning of the School day.
- Assist with unloading and distributing deliveries securely and promptly.
- Set up and clear tables and chairs for lunch.

- Perform external duties including clearing drains, sweeping playgrounds, and general tidying.
- Complete basic repairs and decoration tasks.
- Maintain tools and allocate time for maintenance works and decorating projects during school holidays.

## 6. Grounds Maintenance

- Maintain plants, shrubs, and perimeter foliage.
- Keep astroturf and playground surfaces clean and debris-free.

## 7. Cleaning

- Perform urgent cleaning tasks during the day that cannot be handled by cleaning staff.
- Work with the housekeeper to maintain high hygiene standards.
- Replace toilet rolls, soap, and hand towels daily when the housekeeper is unavailable.
- Cover for absent cleaners, including emergency cleaning (e.g., after a child has been sick).

## 8. Additional Duties

- Promote and support the school's aims and values.
- Share in the collective responsibility for pupil welfare.
- Foster a positive team environment and contribute to staff morale.
- Understand that responsibilities may evolve and include other duties commensurate with the role.

## Scope:

The postholder must carry out any other tasks reasonably assigned by the Business Manager, and assist across other areas during staff absences as directed.

## **Person Specification:**

### **Knowledge**

#### Essential:

- » A strong understanding of all aspects of building maintenance and site management,
- » Completed relevant health and safety training, demonstrating a strong understanding of how health and safety legislation and best practices apply to site management and facilities duties.
- » Full, clean UK driving license and a minimum of two years' driving experience. The postholder will need to hold a DI licence or be willing to train. If the postholder does not have a DI licence, they must obtain this within their first 6 months of employment.
- » Understanding of site security, keyholding responsibilities, and child safeguarding principles.
- » Good written and spoken English, in order to understand complex instructions and communicate essential information.

#### Desirable:

- » Knowledge of COSHH, manual handling, fire safety, and risk assessments
- » Familiarity with a range of heating, utilities, ventilation, lighting systems, and alarm systems (fire and intruder)
- » Understanding of building construction and design.

### **Experience**

#### Essential:

- » Previous hands-on experience in a Caretaking, Facilities, or Site Management Role.
- » Undertaking building maintenance and minor repairs.
- » Coordinating, supervising, and supporting the work of maintenance contractors and service providers.

#### Desirable:

- » Understanding the unique needs of working around children and within a safeguarding framework.

## Skills

### Essential:

- » Practical building maintenance skills in a range of tasks essential to the effective upkeep and repair of buildings and equipment.
- » Able to drive minibuses in a safe and considerate manner.
- » Presentable, well organised, conscientious and reliable.
- » Ability to proactively manage workload including prioritising tasks.
- » Flexibility and sensitivity to the needs of a wide range of users of the school.
- » Able to act as a positive role model and representative of the school with children, parents, inspectors and other key stakeholders.
- » Team worker.
- » Good problem solving skills

## Other requirements

### Essential:

- » This role requires the postholder to be able to work out of hours and weekends on occasion and as required for example to cover school events or if there's a fire alarm.
- » Able to access all areas of the school building and site, and to safely lift and carry furniture, school supplies and other heavy objects.
- » Able to work safely on their own for periods of time including the school holidays.
- » The postholder will need to maintain business insurance on their own vehicle, so that it can be used to make occasional school deliveries and collections.

## Our Values



**Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.**

**Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.**