



St Teresa's RC Primary School,
Quantock Drive, Ashford, Kent
TN24 8QN
Tel: 01233 622797



Post: Caretaker **Pay Scale:** KSA

To Whom Responsible: School Business Manager

Staff for Whom Responsible: None

Summary of the job:

To ensure the security of the establishment.

Provide a cleaning and general maintenance service of internal and external buildings and surrounding areas.

To maintain the grounds to provide a safe environment.

Outline of main duties:

- Maintain the security of the premises by opening the building out of hours maintenance access.
- Check site every morning, to ensure all parts of the building and grounds are safe and secure for use by pupils and staff.
- Act as a second key holder for out of hours emergency contact to maintain a safe environment.
- Ensure soap, antibacterial foam, toilet rolls, hand towels and tissues are checked, and if necessary, replenished daily.
- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, filling in holes on the field area, clearing animal waste from play areas etc to maintain a safe, clean and tidy environment.
- Ensure all maintenance materials and equipment are stored safely and to COSHH standards.
- Carry out emergency cleaning during contracted hours eg major spillage, vomit, accidents in toilets.
- Moving of deliveries etc to an appropriate area to ensure passageways are kept clear and hazard free.
- Undertake daily and seasonal maintenance of the site and equipment, including general repairs in all areas (changing light bulbs; changing tap washers; changing clock batteries; repairing door locks; repairing woodwork; decoration repairs; clearing drains, etc), so ensuring a safe environment is maintained.
- Undertaking the legal necessary checks, and recording of results, on the water for Legionella's Disease.
- Monitor the boiler ensure it is kept running on a day-to-day basis to meet the establishment needs.

- Maintain adequate supplies of sanitary materials and supplies (including all cleaning materials, light bulbs, batteries, salt etc) re-ordering when needed, to meet the establishment needs.
- Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
- Ensure all necessary fire safety checks, including emergency lighting checks, are carried out and recorded on the required daily/weekly/monthly basis.
- Carry out regular checks on the 'Trim Trail', reporting faults to a senior member of staff.
- Carry out regular checks of all perimeter fencing/hedging, reporting faults to a senior member of staff and carry out repairs where possible.
- Set up seating, tables etc for particular events, which may include occasional weekend work.
- Undertake any other task as may reasonably be requested by the headteacher.

December 2025