

## Job Description: Caretaker

Postholder:

Salary: £25,000 - £30,000 per annum

Line Manager: Headteacher

Location: Little Acorns School, Tenterden,

Hours: 7.30am until 4.30pm, 52 weeks per year, 28 days leave to be taken around school holidays

Contract: Full-time, Permanent

### Role Summary

The Facilities Manager at Little Acorns School is responsible for overseeing the safety, maintenance, cleanliness and security of the school site. This includes managing contractors, coordinating health and safety matters, ensuring effective fire evacuation procedures, and overseeing fixed-term projects for maintenance and increasing pupil capacity.

### Main Duties and Responsibilities

#### Security and Site Management

- Serve as the main keyholder and first point of contact for security issues and emergency callouts.
- Ensure that all buildings and grounds are secure at the end of each day.
- Oversee and monitor CCTV and alarm systems.
- Manage fire safety procedures and ensure that evacuation protocols are reviewed and practiced regularly.
- Liaise with external security, emergency, and maintenance services as necessary.

#### Maintenance and Projects

- Oversee daily and planned maintenance of the school premises, ensuring that facilities are safe and fit for purpose.
- Manage and liaise with contractors undertaking repair, maintenance, and development projects.
- Support fixed-term site development projects designed to increase pupil capacity.
- Ensure that all maintenance complies with health and safety standards and statutory requirements.
- Maintain accurate records of inspections, repairs, and safety checks; including – but not limited to – fire safety, PAT testing, legionella, water temperature checks.
- Ensure that the schools vehicle fleet is maintained, with weekly checks, booking in MOTs and forewarning the Business Manager of upcoming maintenance schedules.

## Health and Safety

- Act as the school's main contact for health and safety compliance.
- Conduct and record regular site inspections and risk assessments.
- Maintain up-to-date knowledge of relevant legislation, including COSHH, fire regulations, and safe working practices.
- Ensure all staff and contractors adhere to safety procedures.
- Lead on fire drills, emergency evacuations, and maintenance of fire safety equipment.

## General Duties

- Support the smooth running of the school by responding to site issues promptly.
- Be available for callouts during evenings, weekends, and school holidays.
- Maintain a visible presence around the site to ensure safety and security.
- Undertake any other reasonable duties as directed by the Headteacher.

## Employment Details

- Annual leave must be taken throughout the year in consultation with the Headteacher. Bank holidays are included within annual leave entitlement.
- Requests for annual leave must be submitted via email or in writing in line with school policies.
- Working hours may vary based on operational needs and emergencies.

## Safeguarding

Little Acorns School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Facilities Manager must adhere to the school's safeguarding policies and report any concerns immediately to the Designated Safeguarding Lead or Headteacher.

## Person Specification

### Essential Criteria

- Proven experience in facilities or site management, ideally within a school or similar environment.
- Strong knowledge of health and safety, fire safety, and site security procedures.
- Ability to plan, prioritise, and manage multiple tasks effectively.
- Strong interpersonal and communication skills.
- Willingness to work flexibly and respond to emergencies outside of normal working hours.
- Full driving license.

### Desirable Criteria

- Recognised qualification in facilities management, building maintenance, or a related field.
- Experience supervising contractors and managing projects.

- Knowledge of statutory compliance relevant to education settings.

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Post holder name: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher signature: \_\_\_\_\_

Post holder name: \_\_\_\_\_

Date: \_\_\_\_\_