



SELLINDGE PRIMARY SCHOOL **JOB DESCRIPTION**

POST: Caretaker

DATE: September 2026

SALARY SCALE: KSA

PURPOSE OF JOB: To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

RESPONSIBLE TO: Headteacher

Key duties and responsibilities:

- To ensure that buildings and site are safe and secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times. Keeping the site safe and accessible, for example, to clear ice and snow from all pathways and steps, including routes between main building, gates, Belvedere, and any other areas specified by the Headteacher.
- Keep records relating to maintenance and security.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Undertake general portage duties including moving furniture and equipment within school.
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- To be aware of any deficiencies in the plumbing, electrical or heating systems or fabric of the building and report these to the Headteacher.
- Receive deliveries to the school site.
- Collect and assemble waste for collection.
- Cleaning of designated areas of the school building and grounds according to instructions.
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- Act as school contact in relation to premises related contractors.
- Organise testing for asbestos and other health and safety procedures.
- To carry out any other duties which the Headteacher may, from time to time, request, on the understanding that these are reasonable and practical.
- To attend and complete required health and safety training.

PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job)
EXPERIENCE	Previous relevant experience
SKILLS AND ABILITIES	<p>Use a range of basic tools and machinery e.g. cleaning equipment.</p> <p>Maintain, monitor, and order cleaning supplies, ensuring stock levels are regularly checked</p> <p>Able to understand information, advice and liaise with others accordingly, such as dealing with external contractors.</p> <p>Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</p> <p>Has written and numeric skills in order to complete more detailed records and reports.</p> <p>Able to listen, observe and contribute to discussion as required for the job.</p> <p>Able to communicate using information technology as required for the job.</p>
KNOWLEDGE	<p>Requires knowledge of policies, procedures in relation to school security, minor maintenance and repair.</p> <p>Understands and able to apply Health and Safety procedures relevant to the job such as:</p> <ul style="list-style-type: none"> - Manual handling - Safe use of machinery and/or equipment; - COSHH - Asbestos awareness - Legionella - Fire Safety - First Aid and Hygiene Practice; - Lone working procedures and responsibilities <p>Able to recognise and deal with emergency situations</p> <p>Will need to undertake training to keep knowledge up to date</p>