

JOB DESCRIPTION	
-----------------	--

JOB TITLE	Caretaker Assistant
GRADE	APLa
REPORTS TO	Site Manager/SLT
DATE	MAY 2026

Purpose of the Role

To support the site team and Senior Leadership Team by carrying out general maintenance, minor repairs and site duties to ensure the school environment is safe, well maintained and welcoming.

Key Responsibilities

- Carry out routine maintenance and minor repairs across the school site
- Assist with setting up and clearing rooms for school activities
- Monitor the condition of buildings, fixtures and fittings and report issues
- Support site security, including opening/locking buildings as required
- Maintain tools, equipment and storage areas in a safe condition
- Work cooperatively with staff and contractors
- Undertake other reasonable duties as required by the Site Manager

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.

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 Assistant

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Qualifications & Experience

- Practical skills and experience in general maintenance or handyman work
- Ability to work independently and as part of a team
- Good communication skills
- Understanding of health and safety requirements in public buildings
- Reliable, flexible and well organised
- Physically able to undertake the demands of the role

Desirable

- Previous experience working in a school or similar setting
- Basic knowledge of COSHH and manual handling
- Relevant maintenance or trade-related qualifications
- Willingness to undertake further training if required

Print Name (Employee):

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: