

## Job Description

### Trust Primary School Caretaker

<b>Post Title:</b>	Trust Primary School Caretaker
<b>Base:</b>	Stamford Bridge Primary School and Melbourne Primary School
<b>Salary:</b>	NJC SCP 3, £24,796 (pro rata for part time working depending on weekly hours)
<b>Line Management:</b>	School People and Estate Lead
<b>Contract:</b>	32 - 37 Hours per week, Full year, Permanent

#### Core Purpose:

- To ensure the school premises and grounds are maintained to a high standard, providing a safe, clean, and secure environment for pupils, staff, and visitors.
- This role will be split between two of our trust primary schools, transport and travel between the sites will be required (if you are interested in working in just one setting, please indicate on your application, we would be happy to consider).
- Monday to Friday.

#### Duties & Responsibilities:

##### Key responsibilities

##### Premises Maintenance

- Carry out minor repairs and maintenance (e.g. plumbing, carpentry, painting).
- Monitor and report any major defects or issues.
- Ensure water, heating, lighting, and alarm systems are operational carry out routine checks.
- Work with the People and Estates Leads to liaise with contractors for specialist maintenance work.
- Respond to faults and issues raised via compliance systems.

##### Security

- Open and close the school premises daily.
- Monitor security systems and respond to alarms.
- Ensure the site is secure during and outside of school hours.

##### Health & Safety

- Conduct regular site inspections and risk assessments.
- Maintain safe access to the school during adverse weather (e.g. gritting paths).
- Ensure compliance with health and safety regulations.

##### Cleaning & Waste Management

- Support cleaning staff and undertake emergency cleaning when needed.
- Manage waste disposal and recycling.

### Grounds Maintenance

- Maintain outdoor areas including playgrounds, paths, and green spaces.
- Liaise with contractors for specialist grounds work.

### General Duties

- Set up rooms for events and assemblies.
- Receive deliveries and distribute supplies.
- Liaise with external contractors and service providers.
- Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

## PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
<b>Essential Criteria</b>			
Experience in a caretaking, maintenance, or facilities role.	X		C
Basic knowledge of building maintenance and repair.	X		C
Basic understanding of health and safety regulations.	X		A/C
Ability to work independently and take initiative.	X		C
Good communication and interpersonal skills.	X		
Reliable, punctual, and trustworthy.	X		
<b>Desirable Criteria</b>			
Experience working in a school or educational setting.		X	A/R
Relevant qualifications (e.g. NVQ in Facilities Management, Health & Safety).		X	A
Knowledge of safeguarding procedures.		X	A/I
First Aid qualification.		X	A/I
<b>Knowledge and Understanding</b>			
Ability to work under direction and on own initiative	X		A/I/R
Ability to liaise effectively with colleagues	X		A/I/R
Ability to follow and adhere to school / workplace policies	X		A/I/R
IT Knowledge and basic skills (for training and internal communications)		X	A/I
Ability to clean to a high standard	X		A/I/R
Good understanding of Health and Safety practices	X		A/I
<b>Personal Skills &amp; Attributes</b>			
Commitment to the Trust's ethos and values	X		A/I
Calm and patient	X		A/I
Willingness to be flexible	X		A/I
Friendly and approachable personality	X		A/I
Willingness to grow and develop professionally with support from colleagues and the Trust	X		A/I

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Organisational skills	X		A/I
Awareness of the importance of confidentiality	X		
Good attendance and work ethic	X		
High commitment to providing the highest standards for the pupils within the Trusts care	X		
Commitment to safeguarding and equality at all times	X		
<b>Safeguarding</b>			
Safeguarding training		X	

**A= Application; C = Certificate; R = Reference; I = Interview**

**Note** - This person specification is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification and amendment after consultation with the post-holder.

*The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.*