



St. Helen's Primary School

Head Teacher: Mrs Julia Walker

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**Artsmark
Silver Award**
Awarded by Arts
Council England

POST HOLDER:

POST TITLE: Caretaker / Handyperson

SCALE: Level 2

RESPONSIBLE TO: Headteacher

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Core Purpose:

The Caretaker is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portage, and minor repairs
- Oversee school cleaning staff
- Promoting health and safety around the school
- Liaising with external contractors

Duties and responsibilities

General duties

- Carry out portage duties, such as moving furniture and equipment around the school (school stage, chairs for example)
- Maintain the general school premises, furniture and fittings, and report any issues to the Headteacher
- Carry out small repairs and DIY projects

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and the disposal of waste
- Carry out seasonal duties, such as gritting pathways
- Arrange with cleaning team an annual deep clean of classrooms, staffrooms, kitchen, dining areas and other frequently used spaces on school premises (usually over summer break)
- Take responsibility for the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels



Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm system, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks the alarm system, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety

Health and safety

- Carry out and record regular health and safety checks of trim trail, climbing wall and other general equipment and report any problems to the headteacher.
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school
- Establish constructive relationships and communication with all staff and contractors
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school caretaker/handyperson will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications	➤ Level 2 Award in Support Work in Schools desirable. However, Health and Safety training will be provided.
Experience	➤ Caretaking ➤ Building maintenance ➤ Security, including alarm systems ➤ Cleaning work ➤ Some DIY ➤ Working in a team ➤ Supervising a small team of staff
Skills and knowledge	➤ Good knowledge of health and safety regulations ➤ Ability to work flexibly, independently and as part of a team ➤ Competent DIY skills ➤ Ability to plan, organise and prioritise
Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Able to work flexibly and out of school hours as required
Physical requirements	➤ Be reasonably fit to carry out the duties of the job ➤ Able to carry out some manual handling and lifting ➤ Able to carry out work at high levels using appropriate equipment

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2025

Next review date: September 2028

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
