



Wood Eaton Manor School

“Reducing Barriers to Expand Horizons”

Job Description – Site Caretaker

Reports directly to: Estates and Facilities Manager

Main purpose

The site 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.
- Some supervision of school cleaning staff.
- Promoting health and safety around the school.

Duties and responsibilities

General duties

- Carry out portage duties, such as moving furniture and equipment around the school.
- Maintain the general school premises, furniture and fittings, and report any issues to
- Carry out small repairs and DIY projects

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Support the Estates and Facilities Manager in an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- 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.
- 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
- Report any potential security breaches.



- Report to the Estates and Facilities Manager on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out regular health and safety checks, including on play equipment, safety equipment, and any hazards on school premises; report any problems to the Estates and Facilities Manager.
- Provide safe access to the school in cold weather conditions.
- Support the Estates and Facilities Manager to monitor the work of contractors, ensuring safe working practice and quality of work.

Safeguarding Responsibilities

- Uphold the highest standards of safeguarding in line with statutory requirements and school policy.
- Recognise and report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSLs.
- Maintain appropriate levels of confidentiality and accurate records in relation to safeguarding concerns.
- Attend relevant training and briefings to ensure practice reflects current safeguarding legislation and best practice.
- Build trusting, professional relationships with pupils, maintaining professional boundaries at all times.

Responsibilities

- 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 minimize any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognize 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

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Other areas of responsibility

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 office manager 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
Experience	<ul style="list-style-type: none">• Caretaking• Building maintenance• Security, including alarm systems• Cleaning work• Some DIY• Working in a team• Working with contractors
Skills and knowledge	<ul style="list-style-type: none">• Good knowledge of health and safety regulations• Ability to work flexibly, independently and as part of a team• Basic DIY skills• Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none">• 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

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CRITERIA	QUALITIES
	<ul style="list-style-type: none">• Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none">• 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: June 2025

Next review date:

Headteacher/line manager' s signature: _____

Date: _____

Postholder' s signature: _____

Date:

Review date:

Next review date:

Headteacher/line manager's signature:

Date:

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