

Job Description

Job Title	Site Caretaker		
Location	Orchard Vale Primary School & Landkey Primary Academy		
Reporting to (job title)	Headteacher in collaboration with the School Lead Administrator and the Harbour Schools Partnership (THSP) Estates Team		
School/Department	Orchard Vale Primary School & Landkey Primary Academy		
Grade	D		
Number of Weeks	52		
Number of Hours	37		
Permanent/FTC			
Effective date of JD		JE Job Number	

Job Purpose including main duties and responsibilities:

The Site Caretaker is responsible for the overall maintenance, cleanliness, safety, and security of the school site and premises. This includes ensuring the site is well maintained, safe for all users, and fully operational to support high-quality teaching and learning.

To take a supporting role in:

- Operating structures and systems for the effective maintenance and operation of the school's premises ensuring the school is a clean, healthy and safe environment for all.
- Maintaining the school's premises and grounds.
- Maintaining appropriate documentation and record keeping for all aspects of the site operation, including meeting statutory obligations.
- Driving cleaning services forward to ensure that consistent quality is continuously achieved.
- Managing best practice in all aspects of health and safety across the school both on and off the premises for staff and contractors.
- Monitoring the site efficiency in its use of utilities.

The role also includes contributing to the planning and delivery of site improvements and assisting with lettings and events as needed.

Supervisory Responsibilities

- Line management of the cleaning team by ensuring team members are fully inducted and trained sufficiently to enable them to carry out their duties adequately & safely.
- Coordination & management of contractors onsite and oversight of the completion of works, ensuring that Trust set management processes and safe working practises are adhered to.

Main duties and responsibilities:

1. Site Security & Access

- Open and secure the premises daily, ensuring all buildings are safe and operational.
- Check windows, doors, and gates are secured; set alarms and manage CCTV.
- Oversee site security, including deterring trespassers (contact police if necessary).
- Attend alarm callouts as required (emergency call-out rate payable).
- Ensure the school is always secure, including during lettings or community use.
- Liaise with the Leadership Team or Lead Administrator to arrange access for contractors and lettings users.
- Ensure pre-booked lettings resources are available, and the site is accessible.
- Report and make safe any damage or vandalism and clean external graffiti promptly.

2. Cleaning & Hygiene

- Maintain high cleanliness standards across all areas of the site, by ensuring Trust set standards, techniques & procedures are followed correctly.
- Ensure daily cleaning of key areas (e.g. school hall) and assist during staff absences.
- Lead and participate in school deep cleans during holiday periods.
- Provide training and assist cleaning staff in the correct use of products and cleaning equipment.
- Ensure the correct use of cleaning chemicals in accordance with COSHH regulations (training provided) are followed.
- Ensure Trust approved cleaning supplies are well stocked, and waste is minimised.
- Inspect and replenish washroom consumables (toilet rolls, paper towels) throughout the day.
- Maintain and inspect cleaning equipment; keep records of equipment servicing.

3. Repairs & Maintenance

- Utilise the Trust wide Helpdesk ticketing system effectively.
- Carry out general site maintenance, both indoors and outdoors.
- Perform minor repairs including joinery, plumbing (e.g. tap washers), and decorating.
- Support small refurbishment projects as directed by the Leadership Team or THSP Estates Team.
- To maintain all relevant floor areas and shampoo and clean carpets annually.
- To clean outside of external windows, where safe to do so.
- To make equipment and materials available to clean up bodily fluid spills when off duty (bodily fluid spill kit).
- To clean out plastic waste chambers under sinks.

- Maintain clear, safe pathways, driveways, and steps — including gritting, weeding, sweeping, and clearing leaves.
- Pick up litter and maintain outdoor cleanliness, including clearing drains and guttering on a regular basis as set by the THSP Estates Team.
- Report larger repairs to the Lead Administrator or THSP Estates Team.
- Maintain and organise the caretaker's office and storage areas to ensure equipment and materials are stored correctly and safely.
- Ensure all tools and equipment are safely stored and well maintained.

4. Grounds & Outdoor Areas

- Inspect outdoor spaces regularly and report or fix any hazards.
- Carry out minor groundskeeping including bin emptying, litter picking, and graffiti removal.
- Apply grit or salt during icy or snowy conditions.
- Maintain and clean signage.
- Clear drains and gutters and respond to minor flooding or drainage issues.
- Support the upkeep of sports and PE equipment stored externally by the completion of the Trust wide weekly inspection.
- To check regularly, all fencing and boundaries of the school property, report defects to the Head Teacher and the THSP Estates team if required.

5. Heating, Lighting & Utilities

- Operate and monitor heating and hot water systems to ensure adequate safe temperatures are provided.
- Ensure heating systems are functioning efficiently and frost precautions are in place.
- Monitor and adjust lighting systems for functionality & efficiency.
- Record utility meter readings and implement energy-saving practices.

6. Compliance, Testing & Documentation

- Carry out regular statutory compliance testing of fire alarm system, emergency lighting, legionella, firefighting equipment etc at frequencies set by THSP Estates Team.
- Keep accurate and auditable records of all checks and safety documentation using the Trust wide recording software/process.
- Support the schools/Trusts responsibilities for compliance with regulations including COSHH, asbestos, legionella, and H&S legislation.
- Ensure site-related documentation is current and accessible using the Trust wide software/recording process.
- Complete/assist in the completion of role relative risk assessments using the online Health & Safety system, in collaboration with the Lead Administrator and THSP team.

7. Health & Safety

- Carry out all duties in accordance with current Health & Safety legislation and school policies.
- Deal with emergencies including leaks, breakages, and bodily fluid spills.
- Ensure site equipment such as ladders, tools, and mechanical aids are inspected to ensure they are in safe working condition and record the results following the Trust wide software/recording process.
- Maintain the asbestos register and support the completion of the Asbestos Management Plan.
- Conduct fire safety checks including visual inspections of extinguishers and fire exit doors and record the results following the Trust wide software/recording process.
- Attend all H&S training, relevant to the role as Trust wide set.
- Assist with health and safety training for premises staff as required.
- Ensure all premises team members wear appropriate clothing and supplied PPE.

8. Portering & Event Support

- Move furniture and equipment following safe manual handling processes for assemblies, meetings, and tests.
- Unload deliveries and transport items across the site using correct lifting aids.
- Set up rooms for internal and external functions, exams, or events.
- Assist users of the premises courteously and professionally.

9. Contractor & Staff Monitoring

- Monitor and report on contractor performance while on-site, ensuring Trust wide management processes are followed.
- Supervise and appraise the cleaning team and raise concerns with the Lead Administrator or Leadership Team.
- Ensure cleaning team are always wearing the correct Personal Protective Equipment (PPE). This will include stout footwear, not open fronted.
- Ensure all work completed by contractors is carried out safely to required standards and timelines.
- Ensure contractors are always wearing the relevant PPE.

10. Other Duties

- Maintain a clean and organised caretaker's area.
- Provide on occasions & in agreement, to other Trust schools where due to absence, support is required.
- Assist catering staff with site hygiene and environmental standards compliance.
- Attend staff meetings, complete training, and participate in professional development.
- Promote a positive, helpful presence on site and work cooperatively with staff, pupils, and the school community.

- Support school events, lettings, and evening activities with prior agreement.
- Assist in planning and delivering refurbishment works where appropriately trained.

Disclosure Requirements:

Enhanced DBS check required.

Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management of People		Able to motivate others within a team positively	
Experience	<ul style="list-style-type: none"> • Experience of working in a similar position • Knowledge and skills of how to solve maintenance issues 		
Practical Skills	<ul style="list-style-type: none"> • Valid driving licence • Able to follow verbal and written instructions • Proficient in general maintenance duties including DIY, painting, glazing and carpentry 		Application and Interview
Communication	<ul style="list-style-type: none"> • Good communication skills, both written and verbal. • Able to accept and act on instructions 		Application and Interview
Personal Qualities	<ul style="list-style-type: none"> • A flexible working approach is required • Helpful and positive approach • Reliable • Good timekeeper • Be able to stay on task • Tidy and well organised 		Interview
Strategic Thinking	<ul style="list-style-type: none"> • Ability to multi-task and complete tasks • Able to manage own time effectively 		Interview
Technology / IT Skills	Basic IT skills, (training will be provided for relevant software packages as necessary)	<ul style="list-style-type: none"> • Experience of relevant software packages to 	Application and interview

Attribute	Essential	Desirable	Method of Assessment
		update compliance and Health and Safety details <ul style="list-style-type: none"> • Excel • Word 	
Education and Training		<ul style="list-style-type: none"> • Industry training and qualifications relevant to the role • Knowledge of COSHH regulations (full training will be provided) 	Application and Interview
Professional Registration			Certificate/Registration
Equal Opportunities	THSP and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		Occupational Health assessment upon appointment
Other relevant factors			