

JOB DESCRIPTION:

Site Maintenance Worker



GRADE: Grade 3 (above the bar 7-9)	RESPONSIBLE TO: Site Manager
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JOB PURPOSE:

Under the direction of the Office Manager to lead the team of cleaners and assist in ensuring the site is clean and safe for all on site.

It is the Site Caretaker's first responsibility to support the development and good reputation of Whitehouse Primary School and to co-operate fully with these aims. Working with other members of the site team, they should support the Office Manager and School Leadership Team in ensuring that the School continues to function smoothly and efficiently for its pupils, visitors and staff.

Security of Premises and Site: (In conjunction with other site staff):

- Opening and preparing the School premises as required, de-activating the intruder alarm systems, unlocking gates and internal/external doors.
- Completing regular checks to ensure there is no damage to the premises and to deal with any littering on the site.
- Securing the premises at the end of the day as required. Ensuring the site has been fully evacuated, ensure all windows are closed and locked and that all lights and electrical equipment are switched off. Locking of all secure areas, doors and gates. Activating the intruder alarm systems and ensuring the safekeeping of the keys to the premises.
- Providing access to the school site as required, for authorised personnel or appropriate emergency services outside the normal hours of opening in the event of an emergency.
- Taking appropriate action regarding trespassers to the site, including informing the Office Manager, Headteacher, CET Trust or Police as appropriate.
- Assisting with lettings as required. To include: setting out furniture, cleaning hired rooms, and reporting any issues to the Office Manager.

Cleaning and Care of Premises and Site:

- Supervising the cleaning team, keeping their deployment under review.
- Ensuring the cleaners are aware of all school information, their standards are monitored, feedback is provided.
- Induct new cleaning staff and identify any training needs. Ensure all cleaners are aware of and following COSHH risk assessment, and other polices such as lone working, working at height etc.
- Be prepared to support the cleaners to cover absence unexpected increase in workload, ad-hoc cleaning etc.
- Completing daily checks at the end of the day to anticipate any additional cleaning needs
- Carry out emergency cleaning measures, as necessary, following storms, break-ins, vandalism and body spillages
- Ensuring the school site is free from litter and excessive accumulation of dirt and leaves

- Maintaining a 12-month schedule of cleaning windows and glazed areas, both internally and externally, carpets, high level clean etc.
- Ensuring safe pedestrian access on the site, particularly in bad weather
- Monitoring stock of cleaning materials and liaising with the Office Manager to order stock as required

Monitoring Health and Safety of Site (in conjunction with other site staff)

- Assist the Site Manager with regular fire drills
- Assist the Site Manager to ensure that all in-house checks are completed and help address any concerns
- Maintaining log books and I Am Compliant to ensure that all associated paperwork is retained for future inspections and audits
- Ensuring that all contractors coming on site sign the appropriate log books
- Undertaking regular checks of the site to identify risks and liaise with the Site Manager and Office Manager to resolve these
- Ensuring all signage is compliant e.g. emergency exits
- Carry out repairs to building fabric as directed

Maintenance, Repairs and Decoration

- Contributing to the in-house maintenance and improvement of the site as directed by and in liaison with the Site Manager including:
- Painting and decorating
- Repairing plasterwork and flooring
- Fitting shelves and noticeboards
- Cutting back shrubs and hedges if posing a risk
- Replacing light fixtures

General Duties:

- General portering
- Setting up rooms as requested
- Monitoring the general appearance of the school inside and externally, responding and logging as appropriate (e.g. clocks are accurate, rubbish is disposed of)
- Completing appropriate paperwork in connection with any of the duties listed above including issuing accident report forms to visitors to the School's site in the event of an accident.
- Contribute to the control of energy consumption e.g. turning off lights and electrical equipment when possible
- Ensuring that all work is undertaken in accordance with general and specified Health and Safety requirements in accordance with school and CET policy.

Professional Development:

- To keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
- To take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with the support of the school
- To take part in the school's performance management procedures

Personal and Professional Conduct


- To follow the staff code of conduct
- To read and understand the relevant policies as directed by the Headteacher and Trust
- To ensure that confidentiality is maintained at all times
- To promote the inclusive ethos of the school
- To maintain high professional standards in all interactions with pupils, colleagues, parents and carers

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

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

Whitehouse Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

		Name	Signature	Date
Agreed by	Job Holder			
	Headteacher	ANNA SIDDALL		17.9.2025

PERSON SPECIFICATION:

Site Caretaker



Experience, Training and Qualifications	Essential / Desirable
Experience of working in a school or similar premises role in another educational setting	D
An understanding of H&S and site management procedures and risk assessments in an educational setting	D
Experience of using a range of cleaning equipment	D
Experience of using reporting systems and logs	E
Knowledge of asbestos and water hygiene management	D
Use of ICT for communicating by email, accessing online training and maintaining records	D
Experience of managing small projects	E
Knowledge and understanding of Child Protection and Safeguarding legislation	D
Skills and Abilities	
Excellent problem solving skills	E
Good organisation and time management skills	E
Fluency in English and an ability to communicate professionally with staff, children and visitors to the site	E
Prepared to be flexible and adaptable to meet the needs of the school	E
Able to work independently and as an effective contributor to the team	E
Personal Qualities	
High standards of professionalism with regards to confidentiality and discretion	E
A keen eye for detail and high standard of workmanship	E
Other Requirements	
Excellent timekeeping and reliability	E
Comply with safer recruitment checks including DBS	E
Commitment to personal/professional development	E