**Job Description**

**Post**: Caretaker –22.5 hours per week, 42 weeks – Starting 28th September 2025

FTE £24,404 - £25,183 (pro rata)

**Working pattern** :

7.30am – 9:00am Daily – 7.5 hours per week

3:00pm- 6:00pm Daily – 15 hours per week

Permanant

Application closing date: Friday 11th September 2025 at Midday, Interviews to be held from 14th September

**Working Week:**

The normal working week is from Monday to Friday inclusive. During school holidays the normal working week may be arranged to suit the needs of the school. (3 weeks)

**Responsibilities:**

Key Holder – Responsible for the safe custody of the keys of the premises and ensuring the premises are unlocked and locked daily at the times specified.

**Maintenance:**

* Ensure that the heating apparatus is efficiently and economically operated and making sure that heating controls are adjusted as necessary during holiday periods.
* Ensure site walks are regularly carried out internally and externally and any defects are reported to the office staff/maintenance carried out.
* Ensure that playground bins are emptied and other outside spaces are cleared of litter, leaves and debris daily.
* Gullies, drains, drain grids must be kept clean and free of litter.
* Clear paths of snow and grit paths and playground before the start of school during periods of bad weather.
* The Caretaker must report promptly to the office staff any emergency matters requiring immediate attention e.g. Water leakages or gas and electrical problems.

**Responsible for On-going checks:**

* Legionella – Regular water checks to be made according to regulations
* Meters to be read when necessary and readings passed to School Business Manager for recording
* Ensure that Health and Safety policies and procedures are complied with and any issues are reported to the Bursar

**Security of premises**

* The caretaker is responsible to the Headteacher or a person designated by them for maintaining the security of the premises in accordance with directions approved by the Governors
* Ensure premises are locked/unlocked and secure
* Operation of alarms
* Ensure lights are turned off and windows are closed
* Ensure fire doors are operational and test alarms
* Broken windows are to be made temporarily safe by application of plastic adhesive film or by boarding up until a permanent repair can be arranged
* To ensure that all contractors/visitors to the school site during holiday periods have signed in the visitors book and completed Asbestos log book.
* To ensure that all windows and doors in areas where contractors have been working are secure after they have left the site.

**Storing and Porterage of materials/furniture**

* Undertake porterage duties as required for the movement of furniture and stock.

**Lettings**

The caretaker is responsible for the safe use of the building by outside groups and the security of the building during such lettings outside of normal working hours. Extra payment will be made via an overtime claim should any additional work be created by this.

**The duties and responsibilities of this post vary from time to time according to the needs of the school. This job description may be reviewed at the discretion of the Headteacher and in consultation with the post holder.**