

Job Description - Caretaker

Bromley Beacon Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Caretaker

Salary: From £26,349 FTE

Hours: 36/43 wks

Contract type: full-time, permanent

Reporting to: Premises Manager

Main 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
- 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 site manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors

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
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks as required, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to site manager
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- 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/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- 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
- Proactively making checks in all areas of the school on a regular basis
- Ensure contractors and external visitors comply with security and health and safety while on school premises

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
Qualifications	English & Maths pass grade
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 ➤ Able to work flexibly and out of school hours as required

CRITERIA	QUALITIES
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: 07/03/2025

Next review date: 07/03/2026

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
