



Nancy Reuben Primary School

Job Description - School Caretaker

Responsible to: Head Teacher and School Office Manager

Date: March 2026

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are conditional and subject to an enhanced DBS disclosure and satisfactory references.

Purpose of the job:

To pro-actively manage the security, care and availability of the school site, the building, furniture, fittings and equipment to ensure a satisfactory and safe physical environment and to promote the efficient use of the School's assets.

Main responsibilities:

- Undertake the open up and lock up and maintain security procedures
- Deal with minor security/safety issues
- Monitor standards of cleaning, undertake cleaning and supervision of cleaners
- Prepare the school site, premises, rooms and work areas; this includes operation of the school heating and lighting
- Portage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- Undertake basic DIY to the level of a competent handyman
- Report major items for repair to the SBM
- Interact with staff, parents, pupils and visitors in a helpful and sensitive manner
- Meet, brief and oversee contractors and deliveries
- Monitor stock levels of supplies such as handtowels, bin bags, salt for gritting and inform line manager of requirements
- Have knowledge and awareness of health and safety practices and policies, have an understanding of COSHH regulations, maintain records where required
- Be willing to undertake training relevant to the role
- In conjunction with the HT and SBM to attend meetings regarding any scheduled planned maintenance works.

Job activities

Site and Security

- To assist security in operating routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism. Maintain a register of keys issued on the instructions of the Headteacher.
- Request unauthorised users of the site to leave, calling for the assistance of the police if necessary.
- Mornings - Unlocking of gates and entrance doors, disabling alarm and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of

windows as might be required. Ensuring that the heating system is operating. Ensuring that access to the premises is safe and free from hazards (e.g. ice, slippery leaves).

- Evenings - Walking around premises, checking that windows are closed, lights and appliances switched off and internal doors locked, as might be required. Locking of external doors and gates, setting of alarm system
- Provide such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of an emergency.
- Undertake weekly testing of fire alarm, emergency lighting on a rolling schedule.

Preparing facilities and cleaning. (This may be done in conjunction with the cleaning agency)

- Clean school halls and a designated area daily
- Laying out of furniture and equipment for meetings as laid out in weekly diary and/or moving of these within the school.
- Prepare school hall and rooms for daytime, evening and weekend use and activities, including setting out of furniture, clearing and cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- Take delivery of items; move them within the school as required.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Ensure that all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.
- Ensure that all external hard areas are free of slip and trip hazards including ice (gritting when needed) and leaves.
- Emptying of litter baskets and bins. Maintain health and safety of dustbin areas.
- Provide cleaning in the absence of cleaning staff.
- Ensure adequate stock of materials for cleaners
- Provide guidance and instruction to cleaners in all aspects of their work. During periods of school closures, the cleaning work will include any special tasks that become necessary, including the use of step-ladders in accordance with the HSE guidelines and other non-routine cleaning.

Maintenance and repairs

- Carry out maintenance and repairs of property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson
- Report to line manager, maintenance and repair work which is beyond the competence of caretaker
- Direct workmen and contractors to the site of repair and maintenance work, with the SBM inspect the work of contractors where there is a requirement to sign a satisfaction note.
- Carry out routine procedures such as replace light bulbs, batteries, change clocks
- Ensure all caretaking (and where applicable, cleaning) equipment is in a safe clean and working condition.
- Ensure that all drains and gullies are free-flowing and clean.
- Operating the heating system so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.

Monitoring work and team working

- Monitor the use and stock of cleaning materials, request more when required.
- Monitor energy use and take steps to reduce energy use in consultation with Line Manager.

- Carry out normal supervisory duties of the cleaning team, monitor the standard of cleaning and deal with minor problems

Health and safety

- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire Precautions Regulations.
- Check school site and premises regularly and ensure that all areas are safe and free from hazards, clear and grit paths and public areas when necessary.
- Carry out term risk assessment/health and safety inspections with Line Manager. Attend to problems arising or contact relevant contractor.
- Maintain all required risk logs: Fire Test, Playground, Emergency Lighting etc. Ensure they are up to date and available on demand.



Person Specification Caretaker

The Nancy Reuben Primary School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced DBS check.

Criteria	E	D	How Identified Application –A Interview- I
Qualifications and experience			
Previous experience of working in a premises /security role		D	A
Risk Assessment experience/qualification		D	A
Skills and abilities			
Excellent verbal communication and interpersonal skills	E		I
Competent at basic building repairs and maintenance	E		I/A
Specialist skills in a trade such as carpentry, plumbing		D	A
The ability to operate and understand electrical/mechanical systems	E		A/I
To be able to use small industrial, electrical and mechanical equipment	E		A/I
Competent level of literacy and numeracy	E		A
Ability to work independently demonstrating initiative and proactivity	E		I
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	E		I
Ability to work in a tidy, organised and methodical manner, plan work and problem solve	E		I
Competent user of IT (internet, email)	E		A
Receptive to new ideas, approaches and challenges	E		I
Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	E		I
Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	E		I
Ability to lead a small team, contribute to team ethos	E		I
Ability to adapt to changing and conflicting demands	E		I
Ability to adhere to the school's policies and procedures including the Safeguarding and Child Protection, Equality and all health and safety related policies	E		I
Knowledge and understanding			
A basic understanding of Health and Safety regulations to ensure	E		A/I

that all duties are carried out safely			
Understanding of COSHH, manual handling, ladder safety	E		A/I
Knowledge and understanding of risk assessment	E		A/I
Understanding of needs of children in a school environment	E		I
General			
Willingness to attend relevant training such as manual handling, health and safety, risk management	E		I
Willingness to contribute to the life of the school	E		I
Willingness to service lettings agreed in advance	E		I
Committed to own continuing professional development	E		I
Safeguarding			
Has a good understanding of the safeguarding agenda in relation to children, staff, parents, visitors and contractors	E		I
Can demonstrate an ability to contribute towards a safe environment	E		I
Shows a personal commitment to safeguarding	E		I