



Caretaker

10/15 hours a week, across 5 days, Monday to Friday, all year round

Scale 4 (7-10)

Hours: Monday to Friday from 8am for 2 to 3 hours per day.

Main Purposes of the job:

To be responsible for the general maintenance, cleanliness and security of the school.

To have a sense of pride in keeping our school environment in excellent condition, show initiative in work and to be proactive in maintaining our site.

To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks:

To be a key holder.

To carry out daily Health & Safety site walks inside the school building and around the school grounds, to ensure the school is safe and ready for the pupils each day.

To liaise with the School Business Manager with regards to any defects or maintenance requirements.

To carry out regular statutory checks and tests and the maintain a log of those checks.

To carry out grounds maintenance including; sweeping, gardening, weeding, clearing leaves and sand and ensuring gutters, drains and downpipes are clear.

To ensure the proper maintenance of all equipment relating to site maintenance including ladders etc.

To ensure the proper and safe storage of equipment and materials and to alert the admin team when stocks of cleaning materials, equipment etc are running low.

Ahere to all recycling schemes.

Carry out repairs and or manage contractors to complete their work and to ensure the work has been completed in a timely manner and is compliant with health & safety rules.

To carry out termly fire drills in consultation with the SBM/Headteacher.

To be familiar with risk assessments and notify the School Business Manager of any changes to risk.

To undertake emergency cleaning duties which may occur during your working hours.

To work as part of a team and form good relationships with colleagues.

To maintain confidentiality over matters relating to the school, pupils, staff or parents.

To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.

To participate in any appropriate training as required.

Note: All school employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.

St Paul's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. Successful applicants will be required to complete an enhanced DBS disclosure.

In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence