

Job Description and Person Specification Caretaker / Keyholder

Start Date:	As soon as possible
Contract:	Permanent
Salary:	Grade D 6-11
Hours of work:	37 hours per week/ split shift/ All year round
Responsible to:	Principal and the Estates Facilities and Projects Manager
Location:	St Augustine's Primary School
Primary Purpose of the role:	<p>To ensure the safe, secure and efficient running of the school site through daily split-shift attendance. This includes unlocking and locking the premises, responding to alarm callouts, and carrying out low-level maintenance. The role requires a flexible, proactive approach, with varied hours during school holidays and occasional weekend work as needed. The postholder will also support deliveries, contractor access and help maintain a welcoming environment for all.</p> <p>This role supports the Trust's vision for schools to be at the heart of their local communities — places of aspiration and opportunity where everyone flourishes as a learner and global citizen — and reflects our mission to support and encourage academies through the excellent education of children and young people.</p>

Key Responsibilities

- **Site Access and Security**
 - Act as Primary Key holder, unlocking and securing school premises (including gates) as required throughout the year.
 - Provide Access to contractors and visitors, including occasional weekend attendance for emergency / project works / school events with time off in lieu arranged in line with school needs (as required, all year round)
 - Respond promptly to alarm call outs and ensure the site is secured at all times.

- **Maintenance and Repairs**
 - Undertake minor repairs i.e. replacing bulbs, tightening fixtures
 - Report any fabric, facilities and/or larger issues to Facilities Manager(s) / School Principal.
 - Carry out low-level planned preventative maintenance (PPM) including weekly flushing, emergency lighting checks and visual fire extinguisher inspections.
 - Support improvement works i.e. decorating / basic DIY as directed

- **Site Presentation and Daily Operations**
 - Accept and distribute deliveries (i.e. stationery), support with portorage duties, and assist with setting up for school events and lettings as needed (while ensuring FM and H&S compliance is prioritised).
 - Outside of cleaning teams' core hours, support with ensuring hygiene supplies (toilet rolls, hand drying materials, soaps, hand gel etc.) are replenished, and stock levels maintained, and cleaning spillages to support keeping the school a safe place to be.
 - Conduct regular internal and external walkaround inspections to identify hazards and/or maintenance needs, inspecting all elements of the site for safety, damage and wear/tear.
 - Maintain cleanliness and safety of external areas (e.g. litter picking, gritting in winter, clearing hazards, assisting with waste removals).
 - Support with setting up classrooms, Hall for events etc.
 - General portorage duties i.e. relocation of equipment etc.

- **Health and Safety**
 - Conduct and log routine health and safety checks in line with HSE and COSHH regulations (i.e. flushing, Visual checks etc.) using Trust systems (e.g. FM portal).
 - Ensure safe storage and use of hazardous substances.
 - Monitor site for immediate risks, take appropriate action and escalate concerns where necessary.
 - Support contractor works on site, ensuring compliance with RAMS and safe access around the premises.
 - Carry out risk assessments as required
- **Training**
 - Undertake on-site and off-site training as required.
- **Culture, Conduct and Flexibility**
 - Provide a welcoming, safe and professional environment for all pupils, staff, visitors and contractors.
 - To remain positive and flexible in your approach, supporting the school staff, line management and Estates team with any tasks as requested.
 - Work flexibly to support school events (e.g. parents' evenings, governor meetings) and adapt working hours during school holidays as required.
 - Undertake all duties in a courteous, proactive and professional manner, aligned with the school's ethos and the Trust's values.
 - Undertake any duties as required by the school and/or trust management and Senior Leadership (SLT) teams.
 - Support and travel to other schools /sites around the trust as required.
 - Annual leave will be authorised as per school needs, which may include annual leave being taken in term time and/or school holidays.

Key Relationships:

The postholder will work closely with the Principal, Senior Leadership Team, teaching and support staff, pupils, parents, governors, and external partners including contractors, service providers and delivery personnel.

This job profile includes the principal responsibilities and may evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

Important Information:

Vantage CE Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.

Review Arrangements: This Job Description outlines the responsibilities of the role as they stand at the time of writing. However, it is important to recognise that roles can evolve over time. Certain duties may no longer be necessary, while new responsibilities may arise—without altering the overall scope or level of responsibility. As such, Vantage CE Academies Trust reserves the right to review and update this Job Description as needed, in consultation with the post holder and at an appropriate time.

Job Description prepared/revised:

June 2025

Prepared by:

Rachel Piro (Director of Estates)

Person Specification
Caretaker / Keyholder

We are looking for a candidate who meets the following requirements:

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	Application Form / CV	Interview / Task
QUALIFICATIONS				
1.	GCSEs in English & Maths at grade 4 / C or above (or equivalent)	D	✓	
2.	Health and Safety training (i.e. COSHH, Fire safety, Legionella Awareness, Asbestos Awareness etc)	D	✓	✓
3.	Basic DIY or maintenance certification (i.e. City and guilds, NVQ Level 1 / 2 building maintenance or Facilities services)	D	✓	
4.	Experience or training in safeguarding (i.e. Level 1 safeguarding children)	D	✓	
5.	Full UK driving licence	D	✓	✓
KNOWLEDGE AND EXPERIENCE				
6.	Experience of working in a caretaking / key holding, site maintenance or Facilities role (school or similar setting desirable)	E	✓	
7.	Knowledge of basic health and safety procedures, including COSHH and manual handling	E	✓	✓
8.	Understanding of site security responsibilities, including Keyholding and alarm response.	E	✓	
9.	Experience carrying out low level maintenance tasks i.e. flushing, visual inspections, minor repairs	E	✓	✓
10.	Experience liaising with contractors and overseeing site access for maintenance or project works	D	✓	✓
11.	Familiarity with building systems such as heating, lighting, and fire alarms (basic operational knowledge)	D	✓	✓
12.	Previous experience working in a school or education setting.	D	✓	
BEHAVIOURS AND SKILLS				
13.	Ability to work Flexibly, including split shifts, occasional weekends, and varied hours during school holidays	E	✓	✓
14.	Good communication and interpersonal skills, with a helpful proactive approach (written and verbal)	E	✓	✓
15.	Awareness of safeguarding responsibilities within a school environment.	E	✓	
16.	Ability to work independently and manage time effectively, while responding to changing site needs	E	✓	✓
17.	Basic ICT skills including Microsoft Office and the ability to learn new systems	E	✓	✓
18.	Committed to safeguarding pupil's wellbeing and equality	E	✓	
19.	A commitment to continuing professional learning, training and development as required.	E	✓	✓
20.	Ability to lift and carry items	E	✓	✓
21.	Positive, can-do approach	E	✓	✓
22.	Willingness and ability to attend on and off-site meetings and training as required.	E	✓	✓



Note to Applicants: Please try to show in your application/CV, how best you meet the above requirements

