



Holy Family Catholic Primary School

Job Title and Level

Caretaker

Grade: NJC Grade 4 (aligned with Wigan Council Job Profile Premises Level 4)

This post is subject to an Enhanced DBS check. Holy Family Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Part time

Hours:

6:30-9:30 am 3 hours

3:00-6:30 pm 3 hours 30 minutes

Times are negotiable within the expectation of 6.5 hours a day (32.5 hours a week). However, the caretaker must be on site at the following times:

- 6:30 am
- 9:00 am
- 3:15 pm
- 6:15 pm

Main Purpose of the Role

As the Caretaker at Holy Family Catholic Primary School, you will be the key guardian of our school environment, ensuring that the buildings and grounds are safe, clean, secure, and well maintained every day. Your role is vital in supporting a positive, welcoming, and faith-driven atmosphere consistent

with our Catholic ethos. You will open and close the school each day, carry out essential compliance and safety checks, perform minor repairs, and liaise with contractors to maintain a safe and welcoming environment for pupils, staff, and visitors. Your contribution will help sustain the strong outcomes and inclusive culture that Holy Family is known for, supporting both the pastoral and educational success of our diverse pupil population.

Key Responsibilities and Duties

A. Site Security & Key Holding

- Unlock the school site at 6:30am and ensure safe access routes for pupils and staff, including during adverse weather conditions.
- Secure the premises at 6:15pm, ensuring all windows, doors, and gates are locked and alarm systems set.
- Act as the main key holder, managing alarm systems and responding promptly to any emergency callouts or security breaches.
- Conduct regular checks of CCTV, fire safety appliances, locks, security gates, and perimeter fencing.

B. Statutory Compliance and Safety Checks

- Perform daily, weekly, and monthly safety and compliance checks, including:
 - Weekly fire alarm tests and monthly emergency lighting inspections.
 - Water hygiene monitoring, including flushing and temperature checks.
 - Daily visual inspections of playground equipment and general site hazards.
 - Monthly ladder and working-at-height equipment checks.
- Maintain awareness of the school's asbestos register and ensure all contractors are informed and compliant prior to works.
- Record all compliance checks accurately in the site compliance folder.

C. Maintenance and Repairs

- Carry out minor maintenance tasks such as basic joinery, plumbing, painting, tightening fixtures, and changing lightbulbs.
- Report major defects or repair needs promptly to the Headteacher or School Admin Lead.
- Manage stock levels for maintenance materials, ensuring availability for routine tasks.

D. Cleaning and Site Presentation

- Oversee the standard of cleaning across the school, whether contracted or in-house.
- Cleaning duties and ensure key areas (toilets, entrances, hallways) are maintained to a high standard daily.
- Manage waste disposal and recycling processes efficiently.

E. Grounds and External Areas

- Maintain the external environment through litter picking, sweeping, and bin area management.
- Ensure safe access during seasonal challenges by clearing leaves, snow, and ice and applying grit as necessary.

F. Contractor Management

- Provide safe and secure site access to contractors, ensuring signing in and safeguarding compliance.
- Review and monitor contractors' Risk Assessments and Method Statements (RAMS).
- Ensure contractors adhere to health and safety protocols and school policies while on site.

G. Health and Safety

- Follow all relevant health and safety legislation and guidance, including COSHH, manual handling, working at height, and PUWER.
- Identify hazards promptly and take immediate corrective action to ensure a safe environment for all.
- Attend mandatory health and safety training as required.

H. Safeguarding Responsibilities

- Uphold the school's commitment to safeguarding and child protection in line with KCSIE 2025 and the school's safeguarding policy.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
- Maintain professional boundaries and act as a positive role model within the school community.

Skills and Competencies

- **Practical Skills:** Competent in basic joinery, plumbing, painting, and general DIY repairs.
- **Health & Safety Knowledge:** Understanding of statutory health and safety legislation, COSHH, manual handling, working at height, and asbestos awareness.
- **Organisation and Reliability:** Ability to work independently, prioritise tasks effectively, and manage time efficiently.
- **Communication:** Clear and professional communication skills to liaise with staff, pupils, parents, contractors, and visitors.
- **ICT Skills:** Competent in using email and digital tools to maintain compliance logs and communicate effectively.
- **Personal Qualities:** Reliable, trustworthy, punctual, flexible, and solution-focused with a commitment to the Catholic ethos of the school.
- **Safeguarding Awareness:** Knowledge of safeguarding responsibilities and a commitment to pupil welfare and safety.

Professional Development

Holy Family Catholic Primary School is committed to supporting the professional growth of all staff. As a Caretaker, you will have access to mandatory and optional training opportunities including health and safety certifications (COSHH, manual handling, working at height, asbestos awareness) and safeguarding updates aligned with KCSIE 2025. We value continuous learning and provide a supportive environment for you to develop your skills and contribute fully to the school's vision of nurturing every pupil's potential within a faith-led community.

Safeguarding

Safeguarding is paramount at Holy Family Catholic Primary School. As Caretaker, you will play a crucial role in maintaining a safe environment for all pupils and staff. This includes:

- Adhering strictly to the school's safeguarding policies and procedures.
- Being vigilant to any signs of concern within the school environment and reporting immediately to the DSL.
- Ensuring contractors and visitors comply with safeguarding requirements while on site.
- Maintaining professional conduct and boundaries at all times.
- Participating in safeguarding training and safer recruitment practices as part of your ongoing role responsibilities.