



## **Caretaker – St Catherine of Siena Catholic Primary School**

**Grade 3**

Required September 2026

**Job Purpose: To undertake general maintenance and gardening and security duties as directed on school premises.**

**Reporting to:** Headteacher/ School Business Manager

**Liaising with:** Headteacher, other teaching staff, office staff

**Disclosure level:** Enhanced

### **Job Description:**

- To maintain the security of the school premises by securing entrances, exits and areas, reporting potential security breaches.
- To carry out minor/simple repairs not requiring a contractor eg unblocking drains, basic plumbing
- To assist with regular routine health and safety checks eg fire alarms, legionnaire testing
- To undertake gardening duties within the school site as required/directed and contribute to the development of a gardening maintenance procedure
- To operate the heating and lighting systems
- To ensure lights and other equipment are turned off as appropriate
- To undertake cleaning duties including litter picking, graffiti removal, collection and assembly of waste for collection
- To undertake emergency cleaning duties eg spillages and to maintain a safe, clean and orderly learning and working environment eg gritting
- To be the main key holder on occasions and attend to all outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- To provide a portorage service around school and assist with receipt, distribution, collection and dispatch of goods.
- To undertake basic record keeping as directed
- To refill and replace consumables for example, soap and towels
- To ensure lights and other equipment are turned of as required and to report faulty equipment and other maintenance requirements to the appropriate person

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person

**Other specific duties:**

- To carry out the duties in the most effective, efficient and economic manner available
- To continue persona development in the relevant area
- To participate in the staff review and development appraisal process

**Health and Safety Training**

- To undertake Health and Safety training on areas within your remit