Cannon Lane Primary School

Assistant Caretaker - Job Description

Job title	Assistant Caretaker
Salary scale	G4
Responsible to:	Headteacher School Business Manager
Line Managed by:	Site Supervisor

Purpose of the job

To be responsible for the maintenance and good working order of the school, so as to provide an appropriate safe and secure environment for the education for the pupils and the work of all the staff.

Specific Responsibilities

To assist the Site Supervisor or, in his/her absence, be responsible for the following:

- All aspects of security of the site and its contents including fixtures and fittings, the operation of any fire and burglar alarms being the named second key holder.
- The lighting and heating of the premises including maintenance and operation of the plant.
- Cleaning of halls plus emergency spillages, sickness etc. during the day. All high-level areas using recognised access equipment in accordance with the Guidance Notes to School Keepers and advice from Local Authority Health and Safety as necessary.
- DIY duties including general repairs, basic carpentry, painting, minor plumbing, and routine maintenance and emergency repairs.
- Supervision of lettings (some out of school hours) when required, at appropriate rates of pay.
- Administration of relevant documents.
- Carry out annual risk assessments for the school.
- To assist staff in the maintenance of good order by encouraging children to behave responsibly in school and develop appropriate relationships with pupils.
- To maintain professional relationships with all staff, pupils, parents and governors.
- To assist public relations by responding to site visitors in a helpful manner.
- To undertake such other associated duties as may be required by the Headteacher/Deputy or designated nominee.
- Daily walk round of site to ensure it is safe and tidy for the arrival of staff, children and visitors

Security

- Unlock all buildings in preparation for the school day. Disarm any alarm system.
- Unlock perimeter gates, lock during day. Unlock and lock at end of school sessions.
- Maintain security during the day according to the requirements of the school.
- Secure the site including windows, exit doors, gates, re-arm alarm system.
- Respond to any out of hours emergencies in Site Supervisors absence.

Lighting/heating

- Ensure that the premises are adequately heated and lighted.
- Report any necessary repairs required for heating and lighting.
- Operation of plant e.g., heating.
- Replacement of fuses up to 30 amp maximum. Replace fuses twice if they fail again; contact an electrician.

Porterage

- Moving of furniture, paper, equipment, deliveries etc. always adhering to the principles of safe handling and with the use of mechanical aids where necessary.

Cleaning

- Attend to emergencies during the day e.g., floods, spillages, sickness etc.
- Replenish toilet requisites as required.
- Cleaning as directed and using machinery as appropriate.
- Keep all areas free of litter and debris as far as is reasonably practicable.
- Sweep all outside hard surface areas: e.g., sweeping/clearing litter from car parks, paths and playground areas, cutting back plant growth, weeding, sweeping/cleaning up leaves.
- Ensure rubbish bins are regularly emptied and cleaned.
- To be responsible for organising/monitoring rubbish collection. To ensure areas are clean and in a hygienic condition and bins stored safely following collections.
- To keep all storage containers in good condition.
- Keep all corridors and communal areas free from clutter.

Monitoring of Cleaning Contract and Maintenance Contractors

- Ensure contractor maintains the standard dictated by the specification.
- Liaison with cleaner in charge.
- To give access to maintenance contractors and monitor contractors on site. To report any unsafe working practices or sub-standard work to the Headteacher/ Deputy or appropriate Council Officer.

Handyperson

- Handyperson duties – covering minor maintenance items and emergency repairs.
- Use of emergency glazing material.
- Replacement of fluorescent tubes, bulbs, shades, diffusers, starters as required using appropriate access equipment.
- Daily completion of items detailed in the Maintenance Log.
- Repairs including windows, minor plumbing and decorating.

Lettings (when required)

- Prepare the required accommodation in accordance with the Lettings Regulations.
- Security supervision on site throughout the duration of the Letting.
- Security and cleaning of the premises on completion of the Letting.

Administration

- Attend to administration relating to the premises which will include: -
  - issue of site requirements in emergencies
  - raise and follow up maintenance requisitions via the Local Authority
  - ordering and certification of invoices for ancillary items e.g., toilet requisites, salt etc
  - monthly submission of all meter readings
  - take responsibility for 'energy efficiency' by monitoring use of utilities and identify areas of improvement in the school
  - to maintain an up-to-date list of caretaking tools and equipment and identify and maintain a record of repairs

Other duties

- Undertake any reasonable task requested by the Headteacher.
- Support the safeguarding of staff and children.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed…….. Signed ……..……..

Post holder Headteacher

Dated …….. Dated ……..…….....

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

January 2026