



1 Worrall Drive, Wouldham Kent ME1 3GE
☎: 01634 861434 Email: office@wouldham.kent.sch.uk
Headteacher: Mrs Victoria Baldwin BSc (Hons) NPQH

JOB DESCRIPTION & PERSON SPECIFICATION

CARETAKER

Responsible to	Office Manager / Headteacher
Working relationship	Working alongside the school's other Caretaker. Both Caretakers hold equal responsibility for the effective day-to-day care, maintenance and security of the site.
Hours	To be confirmed in accordance with the contract and agreed site-cover arrangements.
Location	Wouldham All Saints CE Primary School, 1 Worrall Drive, Wouldham, Kent, ME1 3GE
Purpose	To provide a safe, secure, well-maintained and welcoming environment for pupils, staff, families and visitors.

Role overview

The Caretaker is a key member of the school team, responsible for helping to ensure that the buildings, grounds and facilities are safe, secure, functional and maintained to a high standard. The postholder will work collaboratively with the other Caretaker, with both postholders sharing equal responsibility for the school site. The role requires initiative, practical ability, sound judgement and effective communication with school staff, contractors and external professionals.

Key responsibilities and duties

Site security and access

- Act as a designated key holder and undertake agreed opening and/or locking-up duties.
- Ensure buildings and grounds are secure, checking gates, doors and windows and taking appropriate remedial action where required.
- Operate and routinely check relevant site systems, including security alarms, CCTV, lighting, heating and cooling systems as appropriate.
- Provide appropriate access to contractors and other authorised external professionals, including where agreed outside normal school hours.
- Respond appropriately to site emergencies and urgent premises issues, escalating matters to senior leaders when necessary.

Maintenance, repairs and grounds

- Undertake routine maintenance and minor repairs to the buildings, fixtures, fittings and school equipment within the postholder's competence.

- Identify defects or maintenance requirements promptly and arrange or recommend specialist support where work requires an appropriately qualified contractor.
- Support the upkeep of the school grounds and outdoor learning areas, including landscaping, litter/debris removal, drains and gullies, and external fixtures and equipment.
- Support staff with moving, fixing and maintaining furniture and classroom equipment.
- Undertake general portage duties, including moving furniture, equipment, deliveries and resources safely around the site.
- Maintain tools and equipment in good working order and ensure work areas are left clean, tidy and safe.

Contractors, supplies and external professionals

- Liaise professionally with contractors, tradespeople, suppliers and other external professionals working on the school site.
- Help coordinate access and practical arrangements for planned maintenance, servicing, inspections and repairs.
- Monitor work on site appropriately and report concerns regarding quality, safety, security or completion to the relevant senior leader.
- Identify materials and equipment required for maintenance tasks and support ordering, collection or delivery arrangements in accordance with school procedures.

Health, safety and compliance

- Undertake regular premises, grounds, fixture and fitting checks in accordance with school schedules and report or address hazards promptly.
- Support compliance with fire safety, COSHH and other relevant health and safety procedures relating to premises duties.
- Ensure chemicals, substances, tools and equipment are stored and/or disposed of safely and securely.
- Maintain appropriate site and maintenance records as required.
- Work at all times with awareness that the premises are a school environment and that safeguarding, pupil safety and site security are paramount.

Teamwork and flexibility

- Work collaboratively with the other Caretaker to ensure effective site coverage, continuity and clear communication.
- Agree practical arrangements for holiday, sickness and other cover so that essential site duties continue to be met.
- Build positive professional relationships with staff and contribute to the wider life and smooth running of the school.
- Undertake appropriate training and keep relevant knowledge and skills up to date.
- Carry out other reasonable premises-related duties appropriate to the role, as directed by the Headteacher or designated senior leader.

Safeguarding: All staff have a responsibility to safeguard and promote the welfare of children. The postholder must follow the school's safeguarding, health and safety, confidentiality and other relevant policies and procedures.

Review of duties: This job description describes the principal duties of the role. Duties may be reasonably varied to reflect the changing needs of the school following appropriate discussion with the postholder.

PERSON SPECIFICATION – CARETAKER

The successful candidate will demonstrate the following. Qualifications or experience marked desirable are helpful but are not essential where the candidate can demonstrate suitable practical ability and a willingness to learn.

Element	Essential	Desirable
Qualifications / knowledge	A reasonable standard of literacy and numeracy sufficient to complete records, follow written instructions and communicate effectively.	Relevant vocational/trade qualification; first aid; health and safety, fire safety or COSHH training.
Practical experience	Experience of general maintenance, buildings, premises, grounds or practical repair work. Ability to identify routine problems and complete minor repairs safely within own competence.	Experience in a school, public building, facilities role or practical trade; grounds/landscaping experience.
Health & safety	Good awareness of health and safety and the ability to identify hazards, take sensible action and know when specialist advice or support is required.	Experience of premises checks, compliance records, contractor management or statutory site checks.
Organisation & initiative	Able to organise and prioritise work, work independently, use initiative and respond calmly to unexpected site issues.	Experience coordinating maintenance tasks, contractors or site schedules.
Teamwork	Able to work collaboratively and share equal responsibility with another Caretaker, communicating clearly to ensure effective site coverage and continuity.	Previous experience working as part of a premises/facilities or wider multidisciplinary team.
Communication	Good communication and interpersonal skills; able to deal professionally with staff, visitors, contractors, suppliers and external professionals.	Experience liaising with contractors or service providers.
Personal qualities	Reliable, hardworking, practical, flexible and conscientious; takes pride in maintaining high standards and completing work well.	A broad range of practical interests or skills relevant to premises work.
Safeguarding & school ethos	Child-focused and committed to safeguarding; understands the importance of professional conduct, confidentiality, security and working safely around children.	Previous experience working in an education or child-centred environment.
Professional development	Willing to undertake relevant training and develop skills required for the role.	Relevant recent professional development.

Safer recruitment

Wouldham All Saints CE Primary School is committed to safeguarding and promoting the welfare of children. Appointment will be subject to the school's safer recruitment procedures and appropriate pre-employment checks, including an enhanced DBS check. The school is an equal opportunities employer.