



Newcastle Preparatory School

Caretaker

Job Description

Job Details

Salary: £28,500

Hours: 40 hours per week Monday-Friday term time 6.30am – 3.00pm
37.5 hours per week outside term time 7.00am – 3.00pm

Contract type: Full time; Permanent

Reporting to: Head Teacher and Bursar

The Caretaker, in close consultation with the Bursar, carries out the duties below to ensure that the school is a pleasant and safe environment. All staff are committed to ensuring the welfare and safeguarding of all pupils in their care and are a vital part of the wider school community.

Job Description

Caretaker	
Key Roles	<ul style="list-style-type: none">• Routine maintenance tasks around the school sites.• Being a keyholder, opening and locking up the school.• Purchase of supplies required for janitorial, maintenance and grounds purposes.• Receiving and storing of items ordered and other school deliveries• Use and control of the heating system, keeping the heating chambers clean and tidy at all times.• Monthly readings of the electricity and gas meters.• General lifting, movement and rearrangement of furniture and other items as required.• Planning and setting out, as required, for school events, plays, sports activities, concerts, parents' evenings etc.• Helping to set up displays for exhibitions, open days, fayres etc.• Distribution of all deliveries and supplies around the school.• Communication with contractors and organising quotations for work within the school as required.• Supervision of workmen and contractors as required.• The collection of litter around and inside school, including correct disposal of waste in litter and recycling bins.• Checking of the school during school holidays for water leaks, problems with the heating system or other damage.• Work as part of a caretaking team with good communication.• Supervision of the cleaning staff.• Follow the school's policies, practices and procedures.
General Maintenance	<ul style="list-style-type: none">• General maintenance around school, including some painting and decorating as required.• Cleaning of all external windows within reasonable height.• Checking and maintenance of the drains.• Regular cleaning of the external bins.• Making repairs and modifications as required, using basic DIY skills.

Health and Safety	<ul style="list-style-type: none"> • Undertaking appropriate training as and when required. • Contributing as a member of the Health and Safety Committee. • Regular inspection of step ladders. • Checking fire equipment, exits and emergency lighting. • Regular testing of smoke detectors and water temperatures. • Providing written records of all tests carried out. • The sounding of the fire alarm during regular fire drills.
Grounds	<ul style="list-style-type: none"> • General maintenance of the grounds, lawns, borders and shrubberies. • Upkeep of the Sports field and playgrounds, including mowing the field. • Setting out of the tracks or pitches on the sports field and maintenance of the lines. • Maintenance of the grounds equipment. • Cleaning of playgrounds, paths and gutters. • Snow clearance and grit distribution across the site. • Minor repairs of external fixings – fencing, gates, paving etc.
Security	<ul style="list-style-type: none"> • Daily management of the alarm system. • Key holder duties during out of hours. • Checking during term time that all equipment has been left in the appropriate secure areas at the end of each school day and, during school holidays, ensuring that all equipment is secure. • Oversight of CCTV to enhance school security.
General Duties	<ul style="list-style-type: none"> • To provide cover when the part time Caretaker is absent. • Attend CPD and staff training sessions when required. • Demonstrate a commitment to personal development and contribute to the implementation of the school development plan. • Any other duties which may reasonably be requested by the Head Teacher or Bursar to ensure the effective operation of the school.

This job description may be amended at any time in consultation with the postholder. This job description is not intended to be all embracing and the postholder shall be required to carry out any reasonable requests by the Head Teacher or the Bursar for the betterment of the school, commensurate with training and experience.



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Newcastle Preparatory School

Caretaker

Person Specification

	Essential	Desirable
Qualifications & Education	<ul style="list-style-type: none">Literate and numerate	<ul style="list-style-type: none">Any accredited qualification in plumbing, joinery, electricsHealth and Safety qualifications or trainingOwn transport and driving licence
Experience	<ul style="list-style-type: none">Willingness to undertake training as requiredMaintaining buildings and equipmentUse of cleaning and maintenance equipmentFollowing Health and Safety guidelinesBasic DIY skills	<ul style="list-style-type: none">Previous experience of working within an educational environmentPrevious caretaker/maintenance experience in any other settingAble to carry out premises inspections and risk assessments
Knowledge & understanding	<ul style="list-style-type: none">Understanding of Health and Safety requirementsAwareness of data protection and confidentialityUnderstanding safeguarding in relation to an educational setting	<ul style="list-style-type: none">Competency in IT skillsKnowledge of the independent school sectorUnderstanding of compliance
Personal Qualities	<ul style="list-style-type: none">Excellent attention to detail and high standards of workGood oral and written communication skillsAbility to build a positive rapport with all stakeholdersAbility to work under pressure, prioritising and managing time effectivelyCommitment to promoting the ethos and values of the schoolWillingness to gain new skills and adapt to changeWillingness to play an active role in the general life of a schoolCommitment to safeguarding and equalityUnderstanding of equality, diversity and inclusion within the workforceCreative and motivated approach with the ability to use initiative to problem solveExemplary attendance and punctuality records	<ul style="list-style-type: none">The ability to manage and motivate peopleWillingness to take on new challenges

Newcastle Preparatory School is committed to creating a representative workforce and actively encourages applications from suitably qualified candidates from diverse backgrounds and experience. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.