



Job Description & Person Specification

Job Title:	Caretaker
Location:	Godmanchester Community Academy
Reports to:	Head Teacher

Purpose

The Caretaker is a custodian of the school, playing a vital role in ensuring that the environment is safe, welcoming, and well-maintained for all pupils, staff, and visitors. This role requires someone with an excellent eye for detail, a proactive and solution-focused approach, and a strong commitment to maintaining the highest standards of health and safety across the school site.

The Caretaker is responsible for the security, maintenance, cleanliness, and overall care of the school buildings and grounds, ensuring they remain in excellent working order and support the smooth running of the school day.

Main Responsibilities

Site Security and Stewardship

- Take pride in the school environment and act as its custodian, ensuring it is safe, clean, and cared for at all times.
- Open the school each day, including intruder alarms, windows (when necessary), doors, and external gates.
- Be a designated key holder and attend emergency call-outs as required.
- Unlock and lock the school out of hours for events, community use, or contractor access when necessary.

Health & Safety and Compliance

- To always promote and ensure the health and safety of all site users.
- Conduct daily visual health and safety checks of the entire site, identifying hazards promptly and taking immediate action where possible.
- Maintain accurate records of checks, inspections, and maintenance tasks in line with Trust and statutory requirements.
- Ensure all pathways, entrances, and outdoor surfaces are safe—including gritting and clearing snow or leaves when required.
- Report any significant H&S issues promptly to the Headteacher and Trust Site Team, offering practical solutions and acting swiftly to prevent risk.
- Carrying out routine compliance activities, including:
 - Water hygiene checks
 - Meter readings
 - Boiler monitoring
 - Sprinkler system testing



<ul style="list-style-type: none"> ○ Fire alarm and emergency lighting checks ○ Playground and outdoor equipment inspections
Maintenance and Repairs
<ul style="list-style-type: none"> • Undertake routine maintenance and repair work to fixtures, fittings, and furniture to keep the school in good working order. • Identify areas for improvement and suggest enhancements to the school environment. • Complete minor refurbishment tasks such as painting, basic carpentry, and small repairs. • Ensure school consumables (light bulbs etc) are replenished and functioning.
Cleaning and Site Presentation
<ul style="list-style-type: none"> • Maintain high standards of cleanliness and presentation across the site, including hall cleaning, spot cleaning, and ad hoc cleaning duties when required. • Liaise with the cleaning contractor to ensure quality standards are met. • Carry out regular litter picking and ensure external bins are emptied and ready for scheduled collections.
Porterage and Operational Support
<ul style="list-style-type: none"> • Move furniture, resources, and equipment around the school as required. • Manage school deliveries, including receiving, checking, and distributing items. • Support staff with setting up halls, classrooms, outdoor areas for lessons, assemblies and events.
Contractor Liaison
<ul style="list-style-type: none"> • Act as the school's on-site contact for visiting contractors. • Supervise their work to ensure all tasks are completed safely, efficiently, and to a high standard. • Ensure contractors comply with safeguarding, security, and health and safety requirements.
Grounds Maintenance
<ul style="list-style-type: none"> • Carry out routine grounds maintenance tasks such as sweeping pathways, maintaining borders, clearing debris, and ensuring outdoor areas are tidy. • Support seasonal tasks such as clearing leaves, clearing gutters, clearing external drains, managing ice/gritting, and reporting any issues with trees, fencing, or playground surfaces.
Additional Responsibilities
<ul style="list-style-type: none"> • Monitor stock levels of maintenance materials and consumables, placing orders when required. • Support emergency procedures (fire evacuations, lockdowns) by ensuring all relevant systems work correctly. • Maintain an organised and safe caretaker's workshop/store. • Assist with energy conservation by routinely checking lighting, heating, and ventilation systems. • Contribute to school-wide sustainability initiatives where possible. • Carry two-way communication devices (e.g., school radio) to respond quickly to operational needs during the school day. • Provide a friendly and helpful point of contact for staff, pupils, parents, and visitors, modelling the school values. • Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.



Appraisal or review of performance
<ul style="list-style-type: none">• To participate in the current arrangements made for appraisal or review of your performance.
Review, Induction, further training and development
<ul style="list-style-type: none">• To participate in arrangements for your further training and professional development, including training and professional development to meet needs identified in appraisal or review of performance.
Health and Safety
<ul style="list-style-type: none">• Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the schools Health and Safety Policy.
Safeguarding
<ul style="list-style-type: none">• To adhere with the provisions of the school and Trust policies, in particular the school policy for Safeguarding and Child Protection. The Trust Code of Conduct and the requirements of Keeping Children Safe in Education.



This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Caretaker)

Signed..... (Headteacher)

Date.....



Godmanchester Community Academy Person Specification: Caretaker

Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
Knowledge of the main requirements of Health & Safety legislation and good practice relevant to the post	Essential
Knowledge of moving and handling procedures	Essential
Relevant H&S qualification or certificate (e.g IOSH or NEBOSH)	Desirable
City and Guilds or NVQ in a relevant field i.e. plumbing, carpentry, electrical etc.	Desirable
EXPERIENCE	
Have maintenance skills that enable you to undertake or direct day to day repairs and maintenance of the building	Essential
Ability to work both as part of a team or individually as required	Essential
Ability to perform physical tasks including lifting, carrying, and pushing various equipment to undertake the duties of the post	Essential
Basic ICT skills and the ability to carry out basic administration tasks	Essential
Initiative to risk assess and to interpret and adhere to working within the boundaries of legislation, policy and guidance within the school environment	Essential
Ability to work pro-actively and identify ways to support the smooth running of the school	Essential
Ability to manage own time effectively and demonstrate initiative including establishing priorities within workload	Essential
Caretaking, handyperson, and site keeping experience in a school or similar environment	Desirable
PROFESSIONAL COMPETENCE	
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to form sound relationships with colleagues and the wider school community	Essential
Ability to deal with difficult situations in an objective and professional manner	Essential
Display a conscientious and logical approach to the variety of tasks necessary to the smooth running of the school	Essential
High degree of discretion in dealing with confidential information	Essential
Be flexible and adaptable, responding to changing requirements	Essential
High level of integrity	Essential
Considerate working manner, operating thoughtfully of site users and the environment	Essential

Godmanchester Community Academy is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.