



Department	Various	Division	Various	
Designation of Post	Level 2 Buildings (Assistant Caretaker)		Grade	Band C
Responsible to	Premises Manager			
Immediate subordinates	None			

**Job Purpose**

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

**Key Tasks**

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
2. Keep records relating to maintenance and security
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
4. Undertake general portage duties including moving furniture and equipment within school
5. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
6. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
7. Receive deliveries to the school site
8. Collect and assemble waste for collection.
9. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Periodic cleaning of designated areas of the school building and grounds according to instructions
2. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
3. Undertake lettings and carry out associated tasks, in line with local agreements.
4. Act as a designated key holder, providing emergency access to the school site
5. Act as school contact in relation to premises related contractors
6. Organise testing for asbestos and other health and safety procedures.

**NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

**Park Primary School**  
**26/05/2026**