Job Description

Date	**November 2026**
Post Title	**Caretaker - Part-time initially**
Post No.	
Grade	
Section	
Service Area	**Education Resourcing and Planning**
Service Grouping	**Lifelong Learning and Leisure**
Responsible To	**The Head Teacher**

Job Purpose

To ensure that the school premises are opened/closed on time.

To manage and maintain school premises in a state of good general repair.

To clean and care for all buildings on the school premises so that children and staff can work in it safely and effectively.

To help raise pupil awareness of environmental issues.

Key Results Areas

Security

- Attend to the opening/closing of the schools daily at the agreed times.
- Open and close the schools for evening use at times arranged by the Head Teacher.
- Be responsible for general security at all times, making sure all windows are closed securely and doors are shut and locked securely in the school buildings and out buildings.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.
- Ensure that all reasonable steps have been taken to prevent children or others trespassing in the grounds. Ring the police when necessary.
- Ensure that there is a key holder (in consultation with the Head Teacher) during caretaker holiday periods.
- To give access to contractors during school holidays and weekends.

Heating, lighting and water

- Ensure that all lights and heating are working effectively.
- Adjust boiler settings according to the needs of the weather, or at the direction of the Head Teacher.
- Be aware of the location of all stopcocks, gas meters and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there.
- Replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.
- To liaise with the school council so that energy and water consumption are monitored in a way that is meaningful to children as well as staff.

Grounds maintenance

- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, Forest School, play areas, grassed areas, flower beds and all entrances.
- To empty internal communal rubbish and recycling bins when necessary and work with pupils on recycling and eco – school initiatives.
- Keep all hard surfaces free of moss and weeds.
- To keep the surfaces under play equipment / path free of grass and weeds.
- Clear gullies, drains, drain gratings.
- Disinfect drains and dustbins regularly.
- Report any hazards/ defects to the Head Teachers.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.
- Check the gates / hinges / lock backs and padlocks.

General duties

- Clean Hall area daily.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Periodically clean lamp shades and light diffusers (strip lights). The height limit is eleven feet.
- Replenish soap, toilet paper and towels in all lavatories as necessary.
- Ensure that all refuse is disposed of promptly and stored away from the main building.
- Ensure that a clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test registers.
- Test emergency lighting on rota. Maintain test registers.
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level.
- Clean periodically all internal and external windows (at lower level) and glass doors.
- Remove all internal and external graffiti.
- Mop up any leaks and spillages.
- Report any defects of building, furniture, fittings and equipment to the Head Teacher.
- As agreed with the Head Teacher contact contractors when necessary
- Order stores as necessary.
- Allocate work to self as appropriate.
- Maintain a site diary.
- Carry out any other reasonable duty instructed by the Head Teacher in support of the function of the school.
- Accompany the head teacher to monitor materials containing asbestos within the school.

Handy person's duties

(Tasks requiring no specific training)

- Replacement of toilet flush chains.
- Replacement of toilet roll holders.
- Replacement of tap washers.
- Replacement of toilet seats.
- Replacement of sink and basin plugs and chains.
- Fixing of loose woodscrews in furniture and fittings.
- Re-fixing of door handles, but not their replacement.
- Replacing / maintaining curtain tracks or blind brackets to internal vertical windows, excluding hall or stage curtains.
- Re-decoration general maintenance as agreed
- Repairs to doors, floor stops and hooks.
- Repairs to hinges, handles and locks

Contract Work on School Site

When work is carried out on site you are to

- Make sure the work is carried out
- Make known to the supervisor any deficiencies
- Provide access to the premises to the contractors workforce at approved times
- Emergency cleaning of areas as directed by the head teacher

Qualifications and Experience

Experience of caretaking, cleaning or building maintenance or other relevant experience desirable.

Supervisory Responsibilities

Contractors working in school

Supervision Received

Head Teacher, Office Manager and Senior Leadership Team

Principal Contacts

Pupils
Staff
Parents
Contractors

Special Conditions

From time to time, variations in terms and conditions of employment will result from negotiations and collective agreements within the recognised trade unions.

Disclosure and Barring Service Check

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Check. Further information about Disclosure and Barring Service and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job Requirement

Date November 2026

Post Title **Caretaker**

Service Area **Education Resources and Planning**

Requirement	Essential or	How Tested
Education/Qualifications/Knowledge		
1.1 Good literacy and numeracy skills	D	Application Form (S)/Interview
1.2 Good communication skills	E	Application Form (S)/Interview
Experience		
2.1 Experience of caretaking or experience of premises management, building cleaning or building maintenance.	E	Application Form/Interview
Aptitudes and Skills		
3.1 Ability to carry out general repairs	E	Application Form (S)/Interview
3.2 Ability to lift and carry heavy items	E	Application Form (S)/Interview
Personal Attributes		
4.1 Excellent interpersonal skills	E	Application Form (S)/Interview
4.2 Flexibility	E	Application Form (S)/Interview
4.3 Ability to use own initiative	E	Application Form (S)/Interview
4.4 Ability to manage own work effectively	E	Application Form (S)/Interview
Circumstances		
5.1 None		

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	E	Interview