



Job title:	Assistant Caretaker
Reports to:	Head Teacher
Scale/FTE:	Salary Scale: BR5

Key Purpose:

To assist the Caretaker, Senior Caretaker and Facilities Manager in ensuring the effective management, organisation and supervision of all matters relating to the Trust's premises, providing a clean and safe environment for all users of the Trust's buildings and grounds.

Main Responsibilities and Duties

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post-holder.

Security and Supervision

- To act as a key holder, and undertake the routine locking and unlocking of the Trust schools.
- Securing the premises to include alarm, locks, CCTV and other systems and reporting any defects to the Caretaker/Senior Caretaker.
- To be a responder to calls from the alarm company, outside normal working hours, as a result of break-ins etc. and or/the setting off of the intruder alarms.
- To assist in providing safe access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Supervise control of vehicles entering the school premises.
- Attempt to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures.)

Caretaking and Maintenance

Cleaning

- Assist in monitoring the cleaning contractor and the maintenance of appropriate cleaning standards in school.
- Effect, arrange and undertake cleaning duties when required to maintain high cleaning standards of the premises and furnishings.
- Carry out the cleaning up of body fluids such as vomit, blood, urine etc cleaning of these items must comply with the Health and Safety Code of Practice.
- Ensure cleanliness of grounds, that all hard surface areas and paths are free of litter, leaves, etc and drains, gutters are free flowing.

Caretaking

- Assist in arranging regular fire alarm testing including periodic fire drills.
- Assist in regular review of grounds and premises to identify areas for attention such as - checking clocks are accurate; alarms; fire extinguishers; replenishment of towels, soap and toilet rolls; areas requiring additional attention for cleaning – carpets, mats, full clean and buffing of hall/classroom flooring etc.
- Assist in portage to include moving of equipment, furniture, setting up & reinstatement of areas.
- Support and assist in the safe receipt, recording, storage and distribution of deliveries.

Maintenance

- Assist in the inspection, monitoring and review of the premises on a daily basis, identifying areas that require attention and addressing or reporting to the caretaker.
- Assist in monitoring contractors and ensuring work is conducted within the requirements of the Health & Safety at Work Act.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post-holder e.g. minor painting and decoration; minor repairs to indoor/outdoor furniture; building of flat-packed items e.g. tables, chairs, bookcases; small plumbing works; making good damaged walls; litter picking; bin emptying and washing of bins and bin area; repairs to boundary fencing; minor glazing work; access to roof to check for litter/PE equipment such as balls and that all drains and gullies are free-flowing and clean at all times.
- Carry out small aspects of planting and grounds maintenance outside of grounds contract.

Lettings

- To be available to attend lettings across the Trust schools, in evenings and weekends, as and when required. Opening school half-hour before the letting start time, checking heating, lighting, fire exits etc., setting up for the letting and reinstating and securing the premises at the end of the letting.
- During attendance at lettings undertake duties as directed by Senior Caretaker/Facilities Manager.
- Preparing the school premises and grounds for in school and out of school activities.

Other responsibilities relative to this role are:

- Be prepared to work flexibly across all schools within the Trust and provide cover as and when required.
- At all times to carry out the duties in accordance with school-based policies and Health & Safety procedures.
- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of line manager/senior leadership.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade. Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Criteria	Essential = E Preferable = P Desirable = D
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Knowledge and Experience

<ul style="list-style-type: none"> • Understanding of site safety and security • General knowledge of DIY and maintenance • Knowledge and experience of Health & Safety in the workplace such as COSHH, Manual Handling, Fire Safety, Working at Height, Asbestos Management. • Experience of working as part of a team. 	E P P E
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Skills and Abilities

<ul style="list-style-type: none"> • Ability to communicate with a wide range of people. • Conversant with IT and a competent user of word processing, email, spreadsheets and applications. • Ability to inspect, monitor and review sites and buildings, identifying and prioritising required works. • Effective personal organisational and good time management skills. • Ability to undertake cleaning and general maintenance. • Ability to work as both part of a team and as a lone worker within set boundaries. • Ability to work under pressure. • A high level of personal professionalism and confidentiality. 	E P E E E E E E
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Personal Attributes

<ul style="list-style-type: none"> • To be self-motivated and committed to working in a school environment. • Ability to work independently and collaboratively as a member of a team. • Reliability, confidentiality and integrity. • Ability to promote the positive image of the schools and the Trust. • Good health and attendance record. • A positive and flexible attitude to work. • Willingness to undertake further training/development opportunities 	E E E E E E E
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Date: July 2025