



Caretaker Job description 2026

Job description



Job title	Caretaker	Team	Central Services
Job band	£34,359 per annum	Reporting to	School Business Manager
Hours	40 hours per week All Year Round (26 days annual leave + Bank Holidays)	Line manages	N/A

Approved by: Headteacher

Updated: May 2026

Role purpose

Working as part of the Centra Services Team to ensure the school site is safe, secure, and well-maintained, supporting statutory compliance and operational continuity including all aspects of the site maintenance. This includes security, cleanliness, portorage, routine maintenance and refurbishment, minor repairs, and monitoring activities in accordance with Health and Safety legislation.”

Key accountabilities and dimensions

General Site Duties

- Act as key holder and undertake gate duty as part of safeguarding and site security
- To ensure that maintenance work of the school buildings, environment and grounds is effectively carried out
- Prioritise tasks using the helpdesk system and escalate issues promptly to the Trust Estates Manager
- To carry out repairs and DIY projects
- To set and monitor the school heating and hot water systems
- To ensure that meter readings are taken and submitted on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring daily toilet checks and disposable supplies are replenished
- To ensure set up and clear away of the halls and other meeting rooms for events, meetings or assemblies
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of a portorage and furniture moving service as required so that school activities can go ahead and that the entrance of the school is always clear and welcoming
- To ensure light bulbs, LED lamps and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To collect, store and dispose of all waste, refuse and surplus materials appropriately
- To clear up bodily fluids after accidents adhering to health and safety procedures
- To carry out emergency cleaning if required
- To maintain the minibus, ensuring cleanliness and basic mechanical checks.

- Maintain flexibility to support operational continuity during staff shortages (e.g., site safety cover), under direction of the line manager



Security

- To act as main key holder, operating intruder alarms. To liaise with the police in event of a break-in, theft or vandalism and where possible make good on any damage and secure the building.
- To be responsible for the security of the premises, ensuring that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- To check, at least monthly all perimeter fences, security devices, fire safety equipment, emergency release buttons.
- To be aware of all out-of-hour activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.

Health & Safety

- Ensure that routine maintenance service checks are carried out e.g. weekly flushing of infrequently used outlets, weekly fire alarm test etc.
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records
- To demonstrate reliable record-keeping of any maintenance and inspections undertaken
- To maintain monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- Oversee the planned preventative maintenance schedules
- To be vigilant in respect of health and safety taking direct action as necessary and alerting line manager of any problems
- Ensure all aspects of compliance related to this role are undertaken, including statutory checks and accurate record keeping
- Support risk assessments and compliance audits as directed by the School Business Manager

Administration

- To maintain a log of all inspections and checks carried out using computerised recording system.
- To update the estates equipment, plant inventory, tools and asset registers, including auditing state or repair, where they are kept and training on their safe use
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- Complete all tasks to a high standard, within agreed timescales, and in line with compliance requirements
- Demonstrate ability to manage workload effectively and maintain focus on core priorities

General

- Develop productive relationships with colleagues and key stakeholders across the organisation
- Observe the strictest confidentiality and security of information
- Play a role in emergency protocols as required
- Participate in emergency protocols and statutory safety activities as required



- Contribute positively to the effectiveness and efficiency of the team
- Support staff with administration as requested by the Leadership Team: e.g. school trips and events, ordering and reporting

Safeguarding & Diversity

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- Promote diversity initiatives and share best practice in line with the school's Equality, Diversity and Inclusion policy

Training and professional development

- The job holder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

Additional duties

- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with the school's Equity, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Corpus Christi School in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

Key Locations

- This role will be primarily based at Corpus Christi Catholic Primary School, Trent Road, London SW2 5BL, however you may be required to work off site for events such as sports day, or as the school requires.
- The role will occasionally be required to attend meetings or training at other sites/schools.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Headteacher or School Business Manager.



Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. GCSE Maths and English at Grade C or above	X
2. Experience or skills in a trade to support basic building repairs and maintenance	X
3. The ability to understand and apply regulations such as Health & Safety, manual handling, COSHH water hygiene Legionella etc. or willingness to learn	X
4. Good IT skills – Microsoft Office and particularly Outlook, email, calendar, Excel, Word and PowerPoint or willingness to learn	X
5. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	X
6. Corpus Christi School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
7. Ability in planning and organising as well as having attention to detail and completion of tasks whilst working under high workloads or within time pressure deadlines	X
8. Ability to prioritise statutory and essential tasks over non-essential requests.	X
9. Excellent communication and interpersonal skills – written and verbally and experience to adapt people style and approach as required	X
10. Ability to manage own time effectively and demonstrate initiative and proactivity including establishing priorities whilst maintaining a flexible approach to respond to urgent requests.	X
11. Ability to establish rapport and respectful and trusting relationships with a range of stakeholders both internal and external	X
12. Judgement – displaying sensitivity, diplomacy and tact when dealing with internal stakeholders	X
13. Team player – willing to work closely and cover for other School Administration staff, being sensitive to others workload and help without compromising own objectives	X
14. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X



How to apply

Stage	Timescale
Closing date for applications	Sunday 17th 2026
Candidates informed of outcome of application	W/C Monday 18th May 2026
Interviews	Friday 22nd May 2026

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Sandra Ruiz, School Business Manager – 020 4534 2537, sruiz@corpus-christi.org.uk

Corpus Christi School is committed to fostering equity, diversity, and inclusion at every level of our organisation. We warmly welcome applications from all qualified candidates, valuing the diverse backgrounds, experiences, and perspectives they bring. We are fully committed to increasing the diversity of our workforce and actively encourage applicants from Black and Minority Ethnic communities

Corpus Christi School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search may be carried out in line with Keeping Children Safe in Education.

The Safeguarding responsibilities of the post as per the job description and personal specification.

Whether the post is exempt from the rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.