



CARETAKER JOB DESCRIPTION

Ysgol Gynradd Aberporth

JOB TITLE:	School Caretaker Level 2	NAME:
DEPARTMENT:	Children & Schools	Grade: 04
DIVISION:	Ysgol Aberporth	7.5hrs per week
RESPONSIBLE TO:	Headteacher	

1. Purpose of the Role

The School Caretaker's role is to ensure the school premises and grounds are safe, secure and well maintained, through daily site checks, locking and securing the premises, and being regularly available each day to carry out essential portering and replenishing duties, supporting the safe and effective operation of the school in line with statutory and safeguarding requirements in Wales.

2. Key Responsibilities

2.1 Security and Safety

- Maintain the security of the school premises on a daily basis, including:
 - Securing buildings, doors, windows and gates.
 - Operating and monitoring fire and intruder alarm systems.
 - Acting as a keyholder and responding to call-outs where required.
- Ensure that the premises are safe and free from hazards daily.
- Ensure heaters and heating sources are kept free from combustible materials.
- Report safety or security concerns immediately to the Headteacher.

2.2 Premises & Facilities Management

- Operate and check the central heating system in line with local authority guidance, ensuring correct functioning and appropriate room temperatures.
- Be economical in the use of fuel and report low supplies to the Headteacher.
- Maintain the boiler house in a clean and safe condition.
- Carry out regular visual checks of premises, reporting defects or issues beyond the caretaker's responsibility.
- Complete minor repairs and maintenance tasks within the competence of an unskilled handyman (e.g., replacing bulbs up to 9ft, tightening fixtures).
- Carry out routine water temperature monitoring, flushing of infrequently used outlets, and associated tasks in line with Legionella control guidance for schools in Wales, ensuring all checks are accurately recorded and any concerns reported immediately to the Headteacher.
- Undertake regular checks and tests of the fire alarm system, emergency lighting, and other statutory fire-safety equipment in accordance with the

required schedule, ensuring all findings are clearly recorded and any defects or concerns are reported promptly to the Headteacher.

2.3 Hygiene, Toilets, and Environmental Standards

- Ensure that soap dispensers and paper towels in toilets are checked daily and replenished immediately when required.
- Take out black waste/ food waste / recycling for collection and return bins to their secure storage area once emptied.
- Check toilet seats, fittings, and flush mechanisms daily to ensure they are in good working order and report defects promptly.
- Attend to drains, lavatories, traps and gutters, reporting issues where needed.
- Carry out daily checks of playgrounds and perimeters, clearing litter, leaves, snow, weeds and debris from all outdoor areas using provided PPE and tools.

2.4 Porterage and General Duties

- Move furniture, equipment and deliveries as required.
- Assist with the distribution of internal goods.
- Support room rearrangements for school activities when needed.
- Ensure safe use of mechanical aids and report any defects immediately.
- Carry out routine inspections of ancillary equipment (e.g., pumps, batteries, blinds).

2.5 Administrative Duties

- Complete logs, forms, and required paperwork accurately and submit in line with school procedures.
- Keep record of all duties and responsibilities undertaken during holiday periods of the school for ratification by the Headteacher.
- Follow all caretaking instructions issued by the Headteacher.

2.6 Safeguarding Responsibilities

- Promote and safeguard the welfare of children and young people in accordance with **Keeping Learners Safe (Welsh Government)**.
- Value and respect pupil views, rights and needs.
- Report any safeguarding concerns immediately following school procedures.

3. Working Arrangements

- Working hours are flexible; however, daily on-site attendance during school hours is essential to maintain site security, carry out safety checks, and respond promptly to operational and safeguarding needs.
- The caretaker should not normally work continuously throughout the day, but the Headteacher must always be able to contact them during school sessions in emergencies.
- Some duties may require work at the start or end of the school day.

4. Person Specification Essential

- Ability to work independently and use own initiative.
- Good communication skills and a polite, approachable manner.
- A reliable, responsible and flexible approach.
- Awareness of health and safety relevant to premises management.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Experience in a caretaking, facilities or maintenance role.
- Basic DIY/maintenance skills.
- Experience working in a school or similar environment.