



CHRIST THE SAVIOUR C.E. PRIMARY SCHOOL

The Grove, London W5 5DX | New Broadway, London W5 2XA

www.ctsprimary.org.uk | admin@cts-school.org | 020 8249 6800 | Headteacher: Mrs K. Tramoni

Job Description: Primary School Caretaker

Contract: Fixed term, with potential to become permanent for the right candidate.

Hours: 40 hours per week (07:00am – 16:00pm, including 1-hour unpaid break)

Salary: Grade 5

Location: Christ The Saviour CofE Primary School W5 2AA & W5 5XD

Main Purpose of the Job

- To provide a caretaking service for the school, ensuring that the school premises are cleaned to the approved specification and taking overall responsibility for the security and day-to-day maintenance of the school site.
- To ensure the school provides a clean and secure environment for staff, pupils, and visitors.
- To ensure that all duties are carried out with due diligence to health and safety procedures.
- To promote and safeguard the welfare of children and young people within the school.
- To work closely with our friendly and professional team to maintain a safe and enjoyable environment for all users of the Centre.

Main Responsibilities and Tasks

Security

- Ensure that agreed procedures and systems for opening and locking the school are fully implemented.
- Respond to emergency call-outs and take appropriate action.
- Alert appropriate staff to any risk or breach of security and deal with incidents as directed.
- Patrol the site to check for hazards, damages and intruders.
- Ensure lighting is kept in good working order.
- Supervise contractors as appropriate, monitor the progress of work and ensure standards are met.

Cleaning Duties

- Order and collect necessary materials.
- Keep necessary records associated with cleaning and site safety routines.
- Remove litter daily from the school site.
- Remove and report graffiti.
- Ensure all ground surfaces are safe both internally and externally.

- Spot clean spillages of liquids, solids, and body waste as required.
- Clean toilet areas during the day if needed.
- Be aware of COSHH procedures and apply safe handling to all cleaning products.
- Plan, train, and supervise cleaners and organise cleaning rotas if required.

Portering

- Act as porter for deliveries, furniture removals, and other lifting tasks.
- Arrange disposal of redundant furniture and equipment as per procedures.
- Set out and move tables, chairs, and other items as required.
- Cover meetings and lettings for the premises, ensuring cleanliness and security.

Health and Safety

- Undertake all duties in accordance with the school's Health and Safety policy, including risk assessments and safety systems.
- Wear protective clothing as required.
- Carry out equipment testing and report faults.
- Operate CCTV or surveillance systems and report any faults.
- Carry out fire drills in consultation with relevant staff.

Repair and Maintenance

- Ensure alarm systems are in good order.
- Carry out repairs and minor maintenance efficiently (e.g. locks, windows, gutters, paintwork).
- Report and, where possible, remedy defects immediately.
- Report damage or defects affecting safety and take immediate action to make safe/secure.
- Ensure adequate heating and ventilation as required.
- Assess maintenance needs and take appropriate action, making recommendations for improvements.
- Arrange for minor repairs/works by contractors, ensuring value for money.
- Prioritise and undertake minor works, considering urgency and health & safety.

Other

- Maintain all logs and records as required.
- Communicate effectively both orally and in writing.
- Meet regularly with the Headteacher and Business Manager but be able to work with minimal supervision.
- Work as part of a team and build good relationships with colleagues.
- Maintain confidentiality at all times.
- Respond courteously to enquiries from the school community and visitors.
- Undertake similar duties commensurate with the post as required.
- Actively participate in appropriate training.

Primary School Caretaker - Person Specification

Qualifications and Training

- Evidence of training relevant to caretaking/building maintenance.
- Willingness to undertake further training as required.

Experience

- Experience working in a caretaking or similar role.
- Experience undertaking repairs and maintenance tasks.
- Experience working with staff and contractors (preferred).
- Experience in site security, janitorial work, basic maintenance, and groundskeeping

Skills and Knowledge

- Understanding of health and safety regulations and COSHH requirements.
- Ability to carry out minor repairs and maintenance.
- Ability to supervise cleaning staff and contractors.
- Good record-keeping and organisational skills.
- Ability to communicate effectively both orally and in writing.
- Ability to relate to and interact with a diverse range of people.

Personal Qualities

- Friendly, courteous, and helpful approach.
- Commitment to promoting and safeguarding the welfare of children.
- Ability to work flexibly and as part of a team.
- Reliable and able to work with minimal supervision.
- High level of integrity, confidentiality, and professionalism.