

# St Peter Catholic Academy Trust



## St. Ethelbert's Catholic Primary School and Nursery

*'Learning, achieving and growing together with Jesus'*  
Diocese of Northampton  
Headteacher: Mrs F. Maynard



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### **JOB DESCRIPTION: ASSISTANT CARETAKER**

**Title:** Assistant Caretaker

**Responsible to:** Headteacher, Site Manager and School Business Manager

### **General Responsibilities**

The role of the Assistant Caretaker is to ensure we provide a secure, clean and safe environment that students, staff and visitors are proud of. The suitable candidate will have experience of caretaking, supervising and managing cleaners (staff and agency) and have knowledge of the Health and Safety and COSHH Regulations.

### **Summary of Main Responsibilities:**

- Agree with Site Manager daily and weekly maintenance priorities and ensure work completed to required standard and within appropriate time scales.
- Operate during and outside of school opening hours. On call for out of hours emergencies and alarms calls 24 hours per day.
- Ensure that the buildings and school site are secure, particularly out of school hours.
- Undertake minor maintenance and repairs as required. This will include internal and external areas.
- Is able to undertake emergency repairs to minimise disruption to the school working day.
- Ensure all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- Ensure all records and associated paperwork is complete in line with the schools requirements and to meet processing deadlines.
- Act as deputy key holder responsible for the overall security of the school and ensuring that the school is open in the mornings and locked up with alarms set in the evenings when the Site Manager is absent.
- Assist with the enforcement of H&S policies and practices within the school, ensure that all corridors and fire escape routes, plant and boiler rooms, cleaning cupboards, etc remain clear and unobstructed at all times.
- To maintain a purposeful, orderly and productive working environment ensuring 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 stocks of maintenance and cleaning equipment and keep the school supplied appropriately.
- Ability to perform the physical tasks required by the role including lifting, carrying and pushing various equipment and regular bending and stretching to undertake the duties of the post.
- Ability and enthusiasm for contributing to the life of the school and understanding children.
- Ability to adhere to the school's policies and procedures and most importantly to the child protection and all health and safety related policies.
- To develop a cleaning schedule including daily maintenance and holiday deep cleans to meet the needs of the school and allocating staff to specific areas and roles.

**St Ethelbert's Catholic Primary School and Nursery has a commitment to safeguarding, and the welfare and wellbeing of children.**

**storytelling schools**  
where every child is a storyteller



St Ethelbert's Catholic Primary School and Nursery is part of The St Peter Catholic Academy Trust which is a charitable company limited by guarantee registered in England and Wales (registered number 10435919). Registered office: Shaggy Calf Lane, Slough, Berkshire. SL2 5 HW.

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- To establish and maintain an inventory of all equipment and supplies, their state of repair and where they are kept, and ensure they comply with PAT testing.
- To supervise and monitor the performance of a team of cleaners to ensure a tidy, clean and well-maintained school environment; monitor cleaning logs, clean allocated areas of school and carry out any emergency cleaning.
- Responsible for the day to day management of other cleaning staff including standard of their work and time-keeping and re-organise schedules in response to absence or unplanned events;
- To clean specified areas within the school, including hall floors, classrooms, toilets and corridors and to dispose of rubbish.
- To ensure the school site is kept clean and in a good state of repair by advising the Site Manager and School Business Manager of any health and safety or maintenance issues identified during cleaning;
- To ensure that the cleaning of the school is productive by ensuring best value for money and making recommendations for improvements.
- Maintain and provide appropriate records, procedures and management information for internal and legislative requirements and tests including the use of computer programmes.
- Ability to comply with H&S regulation to ensure that all duties are carried out safely.
- Perform duties in line with health and safety requirements.
- Take remedial action where hazards are identified.
- Report serious hazards to Site Manager, Headteacher and School Business Manager immediately.
- Maintain confidentiality.

*The Job Description and allocation of particular responsibilities are as seen at the moment. The Head Teacher may vary the duties from time to time, after discussion with you, without changing their general character or level of responsibility but in any case they will be reviewed during the school Appraisal cycle, where appropriate targets are set in accordance with the school's Appraisal Policy.*

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