



CLAYESMORE

Job Title	Caretaker (Living-in position)
Responsible to	Head of Estates and Operations

Role Overview

As an integral member of the Estate team, this role will be responsible for maintaining security, conducting minor maintenance work, assisting with preparing the school for events and ensuring the premises are kept in a clean, tidy and safe condition. This is a live-in role which requires flexibility in terms of providing cover during the school week, and early mornings/late evenings for security and locking up purposes.

Responsibilities and Duties

Security

- The locking of school buildings and set alarms
- Maintain the security of the school outside of school hours
- Be vigilant for trespass and unauthorised parking on the school site
- Assist in changing door codes when required
- Escort contractors and visitors around the school when required

Incident Response

- Be fully conversant with the school's alarm systems for security and fire
- Respond to any alarm, incident or emergency situation during shift times
- Liaise with the fire and intruder alarm monitoring and maintenance company and accompany engineer call-outs as required
- Conduct fire alarm testing when required, and assist with fire drills and evacuation
- In conjunction with Estate team members, provide safe access to the school and classrooms where required in the event of snow, ice and other emergencies
- Act as a duty first aider (training will be provided)

Portering and Maintenance

- Assist in portering duties throughout the school
- Assist with the setting up and taking down of events
- Emptying of on-site bins when required
- Monitoring re-cycling and Shred-It bins, emptying when necessary
- Pressure washing paths and steps
- Clearing gutters and drains
- Conduct monthly emergency light, fire extinguisher and fire call point tests
- Assist the maintenance team when required
- Assist with the operation and maintenance of school heating plant
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating/painting tasks

- Assisting with 'Out of hours' events and lettings, as required. To include: setting out and clearing away furniture/equipment and reporting any issues arising to the Bursar.
- Such other duties which may arise from the use of the premises
- Carrying out frost precaution procedures
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required
- Assist with the monthly readings taken of all fuel consumption and reporting cases of higher fuel consumption than normal.
- Replacing light bulbs/tubes if necessary and reporting any defects in the lighting or heating systems
- Small plumbing repairs including unblocking sinks, toilets etc
- Minor repairs to door handles, coat hooks, lockers, curtain poles etc
- Ensuring safe pedestrian access to the school and between buildings by clearing leaves, snow and ice as necessary – leaf clearing is a priority in the Autumn
- Inspection of the school playgrounds and arrange repairs as required
- Assisting and monitoring of quarterly PAT testing, tests and updates in line with school regulations

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Proven record of reliability
- Flexible approach to work, demonstrates willingness to go the extra mile
- Good level of fitness and the ability to undertake the manual aspects of the role
- Experience of working in a similar role

Desirable

- Experience of working in an educational setting
- A working knowledge of Health & Safety

Additional Information

- This is an all year round role
- 40 contractual hours per week, to be worked within a shift rota which covers 7 days per week. Entitlement to one hour unpaid break each day.
- A member of the duty team who responds to call-outs
- Accommodation is provided at no cost to the postholder for the duration of their employment in the role
- Holiday entitlement will be 22 days per year (1 January - 31 December), plus 8 Bank Holidays. You may be required to work any public holiday when the school is open, for which time off will be given. The School reserves the right to designate up to 5 days per holiday year in order to facilitate a School closure.
- Benefits include a free lunchtime meal, free membership of the Clayesmore Sports Centre, Death in Service benefits and pension scheme.
- Membership of the Clayesmore Society and associated member benefits

Date reviewed: **October 2025**

Prepared by : **DFO / Head of Estates and Operations / Head of HR**

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.