

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Caretaker

Grade: G4

Directly Responsible to: Site Manager

Hours of Duty: 37 hours per week /All year round
shifts to be worked between 6am – 6pm (flexibility essential)

Primary Purpose and Scope of the Job:

Maintain a clean, safe and secure school premises.

WORKING RELATIONSHIPS

School staff
Pupils
Contractors

KEY TASK AND ACCOUNTABILITIES

1. Carrying out daily cleaning and ad hoc duties, such as litter picking
2. Cleaning areas of the school throughout the day to maintain the high standards required
3. Carrying out minor school maintenance
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5. Carrying out minor handyperson activities including gritting and cleaning up spillages
6. Carry out portage during such as moving resources, furniture and equipment around the school
7. Acting as key holder when required, locking up the school when necessary
8. End of day checks to ensure windows and doors are secure and lights and equipment switched off
9. Set security alarm system and report any security breaches whilst acting as key holder
10. Comply with all health and safety requirements to ensure a safe environment
11. Carrying out any duties directed by the site manager in line with the whole school priorities
12. Carry out all duties with due regard to confidentiality and data protection regulations
13. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
14. To undertake such additional duties as are reasonably commensurate with the level of this post

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: September 2026

Revised by: Director of Finance and Resources

Signed by Postholder:

Signed:

Date: