**Job Title:** Caretaker

**Location:** Dovecote School, Somerset

**Reports to:** Headteacher / Health & Safety Manager

**Hours:** 40 hours per week, flexibility required

**Salary:** £24,353.65 per annum (inclusive of live-in accommodation, subject to annual review)

**Purpose of the Role:**

The Caretaker will be responsible for the **security, maintenance, and upkeep** of Dovecote School, ensuring the site remains safe, functional, and welcoming. This includes **routine and reactive maintenance**, **health and safety compliance**, **building and grounds management**, and **contractor supervision**. The role requires a hands-on, proactive approach to ensure all aspects of the school estate are well maintained, meeting regulatory standards and providing an optimal environment for students and staff.

**Key Responsibilities:**

**Site Maintenance & Repairs:**

* Carry out **routine maintenance**, including minor plumbing, electrical, heating, decorating, and carpentry works.
* Conduct **daily building and grounds checks**, ensuring all areas are safe and well-maintained.
* Oversee and liaise with **external contractors** for specialist repairs and projects.
* Manage **furniture and equipment**, including assembly, movement, and repairs.
* Ensure **waste management and recycling** practices are in place and adhered to.

**Security & Safety:**

* Act as the **primary key holder**, responsible for **opening, closing, and securing** school buildings.
* Ensure the **alarm and CCTV systems** are functional, responding to security callouts if required.
* Conduct regular **fire safety checks**, including fire alarms, extinguishers, and emergency exits.
* Ensure compliance with **Health & Safety regulations**, reporting and addressing any hazards.
* Implement and monitor **business continuity and disaster planning** procedures.

**Grounds Management & Cleaning:**

* Ensure the **school grounds and smallholding** are maintained to a high standard.
* Liaise with **external grounds maintenance providers** to fulfil contractual obligations.
* Carry out **daily cleaning tasks**, including litter picking and waste disposal.
* Oversee and manage the **cleaning team**, ensuring high standards of hygiene across the school.

**Porterage & Event Support:**

* Assist in the **setup and breakdown** of events, meetings, and assemblies.
* Receive, check, and distribute **deliveries** of materials and equipment.
* Provide support to **catering staff**, including movement of tables and chairs as required.

**Energy Efficiency & Environmental Responsibility:**

* Monitor **energy and water usage**, ensuring efficiency and cost-effectiveness.
* Develop and implement **waste reduction and recycling initiatives**.

**Relief Driver Duties:**

* Provide **occasional driving support** for school-related transport needs, including student trips, staff travel, and collections.
* Ensure **school vehicles are maintained**, conducting routine safety checks and reporting any issues.
* Adhere to **all road safety and safeguarding policies** when transporting students and staff.

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

**Person Specification:**

**Essential Criteria:**

* Practical hands-on skills in **building maintenance and DIY repairs**.
* Strong knowledge of **Health & Safety legislation** and **fire safety regulations**.
* Experience working within a **site management, caretaking, or facilities role**.
* Full **UK driving licence**.
* Strong **problem-solving abilities** and ability to work independently.
* Ability to manage and prioritise **multiple tasks and projects** effectively.
* Experience supervising **contractors and cleaning staff**.
* Basic IT skills for record-keeping and communication.
* Excellent communication and interpersonal skills, maintaining a **professional and approachable** manner.

**Desirable Criteria:**

* Experience working within an **education or SEN setting**.
* Understanding of **safeguarding policies and procedures**.
* Knowledge of **green initiatives and sustainable estate management**.
* Formal qualifications in **facilities management, health & safety (IOSH/NEBOSH), or related trades**.

**Safeguarding & Equal Opportunities:**

Dovecote School is committed to **safeguarding and promoting the welfare** of all students. The successful candidate will be required to undergo an **enhanced DBS check**. We are an equal opportunities employer and encourage applications from all backgrounds.