**Job Title:** Caretaker / Maintenance Officer  
**Salery: £15ph**  
**Contract Type:** Part-Time, Full Year (5 hours per week)  
**Location:** Independent Special School  
**Reports To:** Operations Manager

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### **Job Purpose:**

We are looking for a reliable, proactive, and practical Caretaker/Maintenance Officer to carry out essential maintenance and compliance tasks to help ensure the smooth and safe running of our school site. This part-time role (5 hours per week, worked flexibly) is ideal for someone with strong organisational and practical skills who can manage key site checks and minor repairs efficiently.

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### **Key Responsibilities:**

#### **Health & Safety Compliance**

* Conduct **weekly checks** of the fire alarm system, call points, and emergency lighting.
* Carry out **monthly water temperature checks** in accordance with hygiene and safety requirements (e.g. legionella prevention).
* Keep accurate records of all checks and testing completed.
* Liaise **termly with site landlords or managers** to ensure shared responsibilities are completed and documented.

#### **Site Maintenance**

* Undertake **low-level site repairs and maintenance**, such as tightening fixtures, shelving and putting up display boards.
* Complete **basic vehicle checks** (e.g., oil, tyres, screen wash) and arrange for refuelling or cleaning of school vehicles.
* Replace or restock site **consumables** such as cleaning products or hygiene supplies.
* Cut grass and undertake other light outdoor maintenance as needed.

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### **Working Hours & Flexibility:**

* 5 hours per week, full year.
* Hours to be worked flexibly across the week depending on the needs of the site.
* Occasional additional hours may be agreed in advance for specific tasks or urgent issues.

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### **Person Specification:**

**Essential:**

* Experience in caretaking, facilities, or site maintenance.
* Basic knowledge of health and safety responsibilities.
* Ability to work independently and manage time effectively.
* Hands-on practical skills for simple maintenance tasks.
* Good communication and record-keeping abilities.
* Reliable, trustworthy, and able to use initiative.
* Full UK driving licence.

**Desirable:**

* Previous experience in a school or similar setting.
* Familiarity with fire safety systems and water testing routines.
* Basic IT skills to log checks or complete simple forms.

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