



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Caretaker / Premises Manager

School: Ashdown Primary School

Grade: [Single Status](#) 4

Responsible to: Business Manager

~~Responsible for: Opening and locking infant site at 7.30am, working until 9.30am. Returning at 3.30pm-5.30pm when locking is required. General caretaking work as detailed below. No management of staff.~~

Commented [HG1]: This is to capture the job titles of any roles that they have line management for.

Purpose of the Role:

The school is on two sites, you will be primarily based at the infant site but on occasions of absence, sickness or works requiring two people, will need to also attend the junior site.

~~The role is responsible for opening and locking infant site at 7.30am, working until 9.30am. Returning at 3.30pm-5.30pm when locking is required. General caretaking work as detailed below. No management of staff.~~

~~You will need to be proactive and provide a full property management and security service to the school. You will plan, co-ordinate and implement inspection, maintenance and repairs to the School Building and Grounds. You will be responsible on behalf of the Headteacher for the Health and Safety of the site and security of the school premises and will need to maintain any machinery or plant within the school, maintain the internal and external fabric of the school premises as a safe and secure working environment.~~

Commented [HG2]: Added back in as this is the generic main purpose of the role.

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Key tasks:

1. Adhere to Health and Safety in the delivery of property maintenance and support in the writing of relevant COSHH assessments and maintaining the necessary registers in accordance with the ESCC premises related policies.
2. Undertake or coordinate systematic check-ups of school facilities including toilets, alarms and boiler systems.
3. Carrying out first line repairs and maintenance to premises.
4. Oversee cleaning areas, maintaining a high standard of cleanliness in accordance with County Building specification.

5. Oversee contractor repairs or maintenance work as agreed by the School Business Manager.
6. Ensuring that all areas within the site are free from litter daily and that all drains and gullies are free-flowing and clean; school entrance area/driveways etc. are kept tidy.
7. Ensure adequate supplies of cleaning materials and other supplies including hand sanitiser, soaps, hand towels, toilet tissue, are available on a daily basis. This includes the safe receipt of deliveries.
8. Complete all relevant checks on a daily, weekly, monthly, bi-annually and yearly basis. These include premises inspections, playground equipment checks, water testing, asbestos recording and fire alarm checks.
9. Working flexibly in order to accommodate school events and lettings, e.g. assemblies, open evenings, exams, sports events, by liaising with colleagues, moving furniture etc.
10. Open and close the premises and to liaise with out of hours key holders as required and if appropriate provide access, where possible, in the event of emergency situations.
11. Dealing with enquiries from relevant officials, workers and contractors and liaising with your line manager.
12. Assist in preventing unauthorised access onto the school premises or grounds in accordance with ESCC policy.

~~Additional responsibilities:~~

~~The following additional accountabilities are required of the Caretaker in this school:~~

~~13.~~

Addendums

The following Addendums apply:	Yes or No
Full line management responsibility for a group of staff	No
Complete IOSH training and responsible for undertaking premises related risk assessments e.g. Fire regulations, Health and Safety regulations.	No
Responsible for setting up and maintaining a lettings process in accordance with policy and legal requirements. Ensure letting policy is followed, letting agreements/contracts are completed, health and safety checks are completed, ensure payment is received.	No
Carry out more detailed building and or grounds maintenance work	No
Swimming Pool - responsible for the daily running and maintenance of the pool, completing daily checks, relevant risk assessments and comply with all COSHH procedures	No
Minibus maintenance - carry out safety checks and routine maintenance e.g. oil and water checks, cleaning of the vehicle.	N/A
Electrical Testing - Undertake electrical testing of portable equipment	No
Planning - write and create specifications for contractors for jobs/projects and complete planning applications	No

Finance and Line Management Values:	Details:
Manage budget (make decisions about spend and authority to commit spend) - maintenance budget only	£0
Monitor budget - maintenance budget only as above	£0
P-card or petty Cash holder	No
Number of staff line managed (headcount and job titles)	None
Number of work locations staff line managed based at	None

PERSON SPECIFICATION

Essential key skills, abilities, knowledge, experience, values and behaviours

1. Proactive
2. Ability to identify the skills at their disposal, and then assigning relevant tasks to specific individuals.
3. Ability to learn to undertake new tasks
4. Ability to plan and organise a varied workload for self and others, working to short deadlines, act on own initiative and deal with any unexpected problems that arise.
5. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
6. Able to converse at ease with customers and provide advice in accurate spoken English, (customers including the team around the children).
7. Ability to direct, inspect and record the work of others, where necessary.
8. Ability to work effectively and supportively as a member of the school team.
9. Ability to demonstrate commitment to Equal Opportunities.
10. Ability to maintain confidentiality on all school matters.
11. Displays commitment to the protection and safeguarding of children and young people.
12. Willingness to undertake and participate in further training and development opportunities offered by the school and county, to further knowledge.

Progression;

13. Ability to provide high quality supervision, training and support to the caretaking team and cleaning staff.
14. Experience of general building maintenance works, and the ability to facilitate specialist works such as carpentry, plastering, glazing, plumbing, electricity etc.
15. Relevant qualifications and/or experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, glazing, plumbing, electricity etc.

Desirable key skills, abilities, knowledge, experience, values and behaviours

16. Experience of keeping detailed work records.

17. Willingness to be a Fire marshal/ and First Aider.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children and/or people with care and support needs	Yes
Moving and handling operations	Yes
Occupational Driving	Yes
Lone Working	Yes
Working at height	Yes
Shift or night work	No
Working with hazardous substances	Yes
Using power tools	Yes
Exposure to noise and/or vibration	Yes
Food handling	No
Exposure to blood or body fluids	Yes