



Hendon School

Job Description

Post: Caretaker
Reports to: Facilities Manager
Grade: SCP 6 - 8
Hours of employment: 36 hours per week, 52 weeks contract
Full time; Rotating Shifts

Overall Purpose

Hendon is an inclusive co-ed secondary stand-alone Academy. We are passionate about education and about working with our young people to give them the best opportunities and to help them to be ready for the next stage of their life. With approximately 1,250 students and 250 employees it is a dynamic and changing environment where collegiality and professionalism are both required and expected. To that end, the overall purpose of the members of the facilities team is to provide portage, maintenance, minor repair, room set up, cleaning and waste management services to the school.

Duties and Responsibilities:

- Maintain the school building in a good state of repair, decoration and appearance, ensuring a safe, clean, and welcoming environment.
- Contribute to site security, Health and Safety, and cleanliness through proactive maintenance, good housekeeping, and timely reporting/escalation of issues.
- Ensure all tasks are carried out in compliance with the School Health and Safety Policy, associated risk assessments, COSHH requirements, and safe systems of work.
- Ensure premises are service-ready prior to events and lettings, including any cleaning required so spaces are ready to use.
- Carry out minor handyperson maintenance including basic plumbing, carpentry, electrical work and painting
- Install and maintain basic fittings and fixtures across the site, including display/pin boards, blinds/curtain rails, door handles and locks, and door closers.
- Escalate complex jobs to the Facilities Manager and coordinate access for external contractors as required.
- During school holiday periods, complete normal daily tasks and undertake planned works to bring areas up to standard in line with caretaker duties and maintenance schedules.
- Undertake any other reasonable duties, commensurate with the nature, and scope of the post.
- Participate fully in school life, maintaining professional relationships with pupils, staff, parents/carers, contractors, and visitors.

Engage and collaborate to further the development of Hendon School (all employees)

- Model the Hendon School values of 'Believe, Achieve, Lead, Belong' and demonstrate a supportive and collaborative approach to building effective and harmonious relationships within school and our wider community.
- Ensure full engagement and adherence to school policies.
- Demonstrate flexibility to support agreed school priorities in a rapidly changing environment.

The following sections provide more detailed examples of duties and responsibilities:**Compliance**

- Comply with all relevant Health and Safety requirements, including following training, COSHH regulations, and safe systems of work.
- Carry out checks and maintain records of daily, weekly, and monthly compliance checks as directed by the Facilities Manager.
- Attend appropriate training to maintain and enhance the skills and competencies required to perform the role effectively and safely.

Security & Emergency Preparedness

- Ensure fire doors, escapes, and exit routes are unobstructed and in good order.
- Participate in fire drills in liaison with the Facilities Manager/Headteacher.
- Regularly test and record fire alarms in line with compliance checks.
- Ensure external and internal security lighting is operational.
- Deter trespass; challenge unknown persons appropriately and inform the security team and Senior Leadership Team in line with school procedures.
- Secure the School premises as required (according to shift).

Maintenance

- Carry out painting of limited school areas (internal and, where safe and appropriate, external), including preparation and protection of adjacent surfaces.
- Carry out basic electrical tasks such as replacing lamps/tubes and plugs/fuses and resetting breakers, and like-for-like replacement of minor fittings eg. switches and sockets.
- Carry out basic carpentry such as repairing benches, cutting wood
- Carry out basic plumbing such as adjusting ball cocks, securing toilet seats, replacing tap washer, clearing air locks
- Install and maintain basic fittings and fixtures across the site, including display/pin boards, blinds/curtain rails, door handles and locks, and door closers.

Plant, Heating & Water Systems

- Operate the heating plant to ensure adequate hot water and acceptable temperatures are maintained.
- Undertake regular checks of the boiler and plant.
- Keep the boiler house and plant clean and free of combustible materials.
- Ensure all air vents and ducts remain unobstructed.
- Carry out frost-prevention procedures; inspect pipe insulation regularly and report defects.

- Bleed radiators and alternate circulation pumps as required.
- Run mains water for the specified duration after holiday periods to purge static water from pipework, and conduct weekly flushing of identified low or infrequently used outlets for the specified period to mitigate Legionella risk; record all activity and escalate any issues in line with school procedures.
- Report building and plant defects promptly to the Facilities Manager.
- Withdraw defective equipment from use pending repair and report to the Facilities Manager.

Cleaning, Hygiene & Housekeeping

- Check and replenish toilet consumables daily.
- Undertake deep cleaning of areas of the building as required.
- Clean bodily fluids and other biohazards in accordance with school procedures.
- Remove offensive graffiti promptly.
- Comply with COSHH requirements when using cleaning substances in school.
- Carry out Health and Safety checks of equipment as required.

Grounds & External Areas

- Keep drains and gullies free-flowing; unblock as necessary using safe methods.
- Retrieve items (e.g., balls) from flat roofs and gutters using approved safe practices.
- Keep dustbin/refuse areas clean and tidy.
- Clear snow, spread grit/salt, and maintain safe access to the school during inclement weather.
- Keep paths and hard surfaces free from litter, debris, and weeds.

Contractors, Servicing & Compliance

- Liaise with the Facilities Manager and contractors to ensure appropriate preparation and precautions are taken for works.
- Ensure contractors sign in, are briefed, and are directed to work locations; monitor that they observe Health and Safety requirements.
- Confirm that contractors remove all debris and leave work areas safe and tidy.
- Supervise equipment servicing and report any equipment malfunctions to the Facilities Manager.

Porterage, Events & Room Setups

- Provide porterage, including moving equipment and resources safely and efficiently.
- Operate movable walls/partitions to open or secure spaces as required.
- Set up and reset school venues for large events, including the safe movement, assembly, and dismantling of furniture, staging, and equipment as required, ensuring layouts meet event specifications and Health and Safety requirements.

Deliveries, Stores & Waste Management

- Receive, check, and distribute goods and equipment delivered to the school and, when needed, organise collections from contractors and suppliers (e.g., cleaning supplies, materials, equipment)
- Manage and dispose of waste in accordance with contracted services and school procedures, including correct segregation; safely flatten or break down bulky items to fit designated bins/containers where appropriate; present bins for collection; maintain tidy waste areas; and promptly advise the Facilities Manager of capacity, contamination, damage, or service issues.

Tools, Equipment & Specialist Machinery

- Use specialist equipment (e.g., floor cleaning machines, wet vacs, and power tools) in line with training and safe systems of work.
- Report any dangerous or hazardous occurrences immediately and take appropriate action to make safe.

The post holder may additionally be required to undertake other duties as reasonably directed by the Headteacher/line manager, commensurate with the grade and nature of the post



Person Specification

Essential Criteria

Qualifications

- Basic English and Maths certification, H & S awareness certification

Experience

- Substantive experience working within the caretaking environment

Skills

- Demonstrable 'teamwork' skills; reliable, constructive, good listening skills, cooperative, flexible and open.

Other

- Emotionally mature attitude to issues surrounding student safeguarding, welfare and child protection, appropriate to the nature of the duties and responsibilities of this role.
- Positive attitude to diversity and equality issues with a demonstrable understanding of the community's responsibility to create a welcoming, fair and inclusive environment.

Additional Desirable Criteria

Experience within a hands-on maintenance environment

Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.

Name of post holder:

Date Provided: _____

Initialed by HR Partner/Line Manager

