



## **JOB DESCRIPTION**

<b>POST:</b>	<b>Evening Caretaker</b>	<b>DATE:</b> Aug 2025
<b>REPORTING TO:</b>	AGSB Site Manager HET Estates Manager	
<b>LOCATION:</b>	Altrincham Grammar School for Boys This post requires the ability to travel when required and to work directly with all Schools in the Trust.	
<b>DISCLOSURE LEVEL:</b>	ENHANCED DBS	

### **Job Purpose:**

30 hours per week

### **Hours:**

Monday to Friday 2pm – 8pm plus overtime when required to cover in house evening events and the potential opportunity for additional summer work.

Note : there will be an expectation to cover evening events that fall within the working week – weekend cover will be on a rota basis.

24 Days holidays per annum

Bank holidays

Pension scheme

Responsible for the school site and routine maintenance.

Caretakers play a vital role in school, being responsible for the maintenance and security of school buildings.

### **What's involved?**

Caretaking roles can vary widely depending on the size of the school, but often includes some or all of the following:

- Setting the priorities for maintenance and repairs and decoration
- Carrying out basic repairs
- Managing access to the premises and maintaining security
- Cleaning or supervising cleaning
- Planning and setting up site use for internal / external events
- Championing health and safety around the school, and supervising external contractors

24 hours Site staff (additional hours will be needed in this aspect of the role , due to school demands from time to time) .

## Skills and experience you will need

- Be able to work flexibly
- Have basic DIY skills
- Be reasonably fit to cope with the lifting and carrying involved

## Entry requirements

It's unusual for schools to demand particular academic qualifications when advertising premises posts, but they may offer short, off-the-job training courses e.g., first aid, health and safety – asbestos awareness, manual handling and working at height ( ladder training ). Level 2 award in support work in schools.

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

	Essential	Desirable
<b>Qualifications, Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Be able to work flexibly</li><li>• Have basic DIY skills</li><li>• Be reasonably fit to cope with the lifting and carrying involved</li><li>• Ability to work as part of a team</li></ul>	See Above
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>✓ Ability to understand the criticality of safeguarding pupils &amp; staff</li><li>✓ 'Can do' approach</li><li>✓ Flexibility and adaptability</li></ul>	