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# Sandringham School

## Job Description

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**Job Title:** Assistant Caretaker  
**Accountable to:** Headteacher and Campus Manager  
**Accountable for:** Assisting with all aspects of Campus operations  
**Hours:** Part time: 20-25 hours per week over 4-5-days, term time only (38 weeks per annum)  
**Salary:** H3 (£20,287-£20,680 pro rata) (Actual: £9,107-£11,605 per annum)

### Background

The core work of the Caretaker will be driven by the Headteacher, the Campus Manager and the Assistant Campus Manager

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### Core Accountabilities

1. Assisting with all aspects of Campus operations
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### Key Tasks

- Looking after all aspects of security of the school premises
- Ensuring the heating systems work effectively and dealing with routine maintenance
- Working at heights when required. Training will be given
- Ensuring the daytime cleaning of toilet and shower areas
- Portage and furniture movement
- Ensuring the lighting systems around the school work effectively
- Laundry duties
- Maintenance of the premises, inside and outside areas
- Cleaning drains and gullies
- Ensuring general quality standards are maintained
- Clerical duties as appropriate
- Preparing the school meals area and ensuring furniture is set out and put away as directed
- Swimming pool maintenance
- Organising the premises for lettings and liaising with community users
- Driving the school minibus to provide a local transfer of consortium sixth form students
- Miscellaneous tasks as directed by the Assistant Campus Manager

### Additional responsibilities

- Includes evening and shifts, and responsibility for closing the school
- Includes Saturday work as required. Additional hours worked on a Saturday will be paid at an enhanced rate
- By exception due to staff holidays or sickness work a morning shift, with responsibility to open the school

### Shift Pattern for role (Note: based on 4-days / 20-hours)

Monday	16:00 - 20:00
Tuesday	16:00 - 22:00
Wednesday	16:00 - 20:00
Thursday	16:00 - 22:00
Friday	
Saturday (one in four)	07:00 - 18:00

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.