

# BROMSGROVE SCHOOL

Job Description:	Site Caretaker (Pre-Prep School)
Reports To:	Estates Manager/Head of Security
Hours:	40 hours per week, worked flexibly to meet the needs of the school. This will include early mornings, evenings, and weekend work as required.
Salary:	£ 30,000 per annum.
Pension:	Contributory Pension Scheme of up to 7%
Holidays:	25 days per annum, plus 8 Statutory Bank Holidays. 2 additional days after 5 years' service
Sickness Entitlement:	Graduated sickness entitlement dependent upon length of service up to a maximum of 12 weeks after 11 years of employment.
Other Benefits:	Uniform provided, lunch provided whilst on duty, car parking

## Overview of the Role

The Site Caretaker will play a key role in ensuring that the Pre-Prep School site is safe, secure, well-maintained, and welcoming for pupils, staff, parents, and visitors. The role combines practical maintenance skills with a proactive, positive presence on site.

## Key Responsibilities

### Site Maintenance

- Carry out general maintenance tasks including basic plumbing, painting, carpentry, and minor repairs.
- Conduct routine inspections of buildings, fixtures, fittings, and outdoor areas, reporting issues promptly.
- Support planned maintenance and improvement projects under the direction of the Estates Manager.

### Security & Safety

- Ensure the site is securely locked and alarmed and safely opened when required.
- Act as a point of contact for security matters when on duty.
- Monitor the site for health and safety risks and take appropriate action to address hazards.
- Assist with emergency procedures, including fire alarm checks.

### Operational Support

- Use the school's online maintenance management system, Flow-360 to log, update, and complete tasks.
- Support the portage team with room setups, furniture moves, deliveries, and event preparation.
- Oversee lettings and external users when on site, ensuring compliance with school procedures.
- Maintain cleanliness and tidiness in maintenance areas, workshops, and storage spaces.

## **General Duties**

- Undertake any other reasonable duties consistent with the role.

## **Person Specification**

### **Essential Skills & Experience**

- Practical experience in general maintenance, including plumbing, painting, and carpentry.
- Ability to use digital systems and be IT literate, including logging tasks online.
- Experience in a caretaking, facilities, estates, or similar hands-on role.
- Strong awareness of health and safety and safe working practices.
- Ability to work flexibly, including early mornings, evenings, and weekends.

### **Personal Qualities**

- Reliable, punctual, and committed to maintaining high standards.
- A positive, friendly, and proactive approach to work.
- Able to work independently and as part of a team.
- Good communication skills and a calm, professional manner.
- Physically able to carry out manual handling tasks.

### **Desirable**

- Experience working in a school or educational environment.
- Knowledge of safeguarding principles (training will be provided).
- Familiarity with online maintenance or facilities management systems.
- Basic qualifications in a trade (e.g., plumbing, carpentry, electrical).
- First Aid qualification

### **Safeguarding**

*The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undergo an enhanced DBS check, and appointment is subject to the receipt of satisfactory references and all other safer recruitment checks.*

### **How to apply**

Please complete the online application form.

Closing date is Monday February 23<sup>rd</sup>.