



Aston Fields Middle School
‘A School of Character’

Job description

Job Title: Assistant Caretaker

Term of Appointment: Part time & permanent, term time only to include TED Days

***This is a term-time contract with an agreed two-week period of leave during term time.
The successful candidate will be required to work during the first two weeks of the main six week summer holiday to complete the annual painting programme.*

Responsible to: School Business Manager

Date of assuming post: 1st November 2026

Main Purpose of the Job

To assist the Site Manager in always maintaining a clean and safe environment at the school and to undertake duties directed by the Site Manager or the Senior Leadership Team.

Main duties and responsibilities

- Be responsible for the security of the premises and its contents in the absence of the Site Manager.
- Act as a Key Holder and attend callouts out of normal working hours in the absence of the Site Manager.
- Ensure that the school is unlocked before the school day begins in the absence of the Site Manager.
- Ensure that the school is secure afterwards including locking the gates once the pupils and staff have gone home.
- Operate the heating, lighting and plumbing systems at the school as directed by the safety guidance and Senior Leadership Team.
- Operate any fire or burglar alarms as directed by the Senior Leadership Team.
- Act as a contact point and to liaise with contractors across the school.
- Undertake cleaning duties which occur during the school day and cannot be left to after the school day has finished, for example cleaning or vomit or blood with the correct PPE equipment.
- Clear up any hazard to pupils or staff (split chemicals, broken glass, vomit or blood), make safe any broken windows, equipment or other potentially dangerous situations.
- Carry out daily litter picking and ensure the school site is kept clean, tidy and free from debris daily.
- Carry out emptying the outdoor bins throughout the school premises.
- Clean external windows on a term time rota, ensuring they are maintained to a high standard.



- Use of a jet washer to help maintain a high standard of cleanliness across the school grounds.
- Support at the end of lunchtimes to reset the hall and outside the area to a high standard.
- Set out and clear away furniture as required, including preparing the hall and other areas for staff meetings, partner events, concerts, examinations, and other school activities.
- Move and rearrange furniture and equipment throughout the school.
- Undertake portage duties as required, including receiving and unloading deliveries to the school, and preparing, loading, and dispatching items leaving the school.
- Transport and deliver goods, equipment, and supplies throughout the school site as required.
- Undertake basic caretaking duties as necessary, i.e. replacing light bulbs, fixing toilet fixtures, secure broken windows
- Carry out the annual painting and redecoration of rooms, corridors, doors, and other areas of the school as part of the planned maintenance programme.
- Low level painting when required i.e. scuff marks or graffiti.
- Undertake any necessary training as required by the School Business Manager to support the completion of tasks, including also to attend elements of Teacher Training Days.
- Comply with the requirements of Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of themselves and for others affected by their work and to cooperate in ensuring that Health and Safety responsibilities are carried out.
- To undertake any other, relevant duties which fall within the remit of this post including non-routine work.

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