

## **Advert**

*For children with severe learning difficulties*



### **Caretaker (Permanent)**

**Permanent position, to start as soon as possible**

**Grade 13, £25,989 - £28,142 (£13.47 - £14.59) annual salary**

**All year round, 52-week contract**

**Holiday entitlement is 30 days to be taken during school holidays plus UK bank holidays**

**37 hours a week, with an unpaid half hour lunch each day**

**Monday – Thursday, 09:30-17:30 hrs**

**Friday, 09:00-16:30 hrs**

We are seeking a practical, hardworking and committed Caretaker with a particular focus on DIY skills for repairs, maintenance and improvement projects across the school.

The post holder will complement the work with our existing Caretaker. We are an expanding school so opportunities for additional semi-skilled project work will arise from time to time.

There may also be further opportunities for additional weekend and school holiday "lettings" work when required.

***Full training will be given to support this role along with opportunities for further development to obtain additional skills/qualifications.***

Fiveways School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo Child Protection screening, including checks with current and past employers and an enhanced DBS clearance. References will be requested before interview. Due to KCSiE guidance, online checks will be carried out as part of our shortlisting process.

The school employs a rigorous "safeguarding" approach to recruitment.

Fiveways School strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, race, gender reassignment, marital or civil partnership, religion or belief, sexual orientation, sex or pregnancy and maternity.

Closing Date for Applications: **Thursday 30<sup>th</sup> April 2026**

Date for Interview: **Monday 11<sup>th</sup> May 2026**



## **Fiveways School**

A Specialist School for 'Communication and Interaction'

Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Victoria Road, Yeovil Somerset BA21 5AZ**

Tel: 01935 476227 E-mail: [office@fiveways.school](mailto:office@fiveways.school)

**Headteacher: Mr Swavek Nowakiewicz**

Website: <http://www.fivewaysschool.co.uk>

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*"What does a good life look like for me now and in the future?"*

## **JOB DESCRIPTION**

**Job Title:** Caretaker  
**Grade and Salary Range:** Grade 13, £13.47-£14.59  
**Responsible To:** Headteacher and Business Manager

### **Purpose of the Job**

This job description is directed towards a Caretaker role within Fiveways (SLD) School. To ensure that the site, its fixtures and fittings are maintained to the required standard for the benefit of the pupils of the school, inside and out.

### **Main Responsibilities and Duties**

#### ***Prime responsibility***

- To undertake repair and improvement works, maintaining a safe and 'well cared for' site for all users. To have excellent practical DIY skills to undertake in-house projects, repairs and maintenance across the site. Skills to include general building maintenance decoration basic plumbing and carpentry experience.
- To work towards complementing the schools existing Caretaker, to provide full caretaking when required.
- Using practical DIY skills to undertake in-house repairs and maintenance and project work across the site.

***Specific responsibilities.*** In support of the existing Caretaker to provide cover when necessary (including the school holidays) with the following tasks:

- Supervise and support the Cleaning Supervisor and cleaning staff in conjunction with the school Business Manager, to ensure that the highest standard of cleaning. This is particularly important bearing in mind the nature of the pupils within the school.
- To oversee the security of the site.
- To organise contractors to undertake specialist repair (via Property and Grounds Maintenance Team) and oversee improvement works in conjunction with the Caretaker, School Business and Premises Admin Assistant.
- To manage the maintenance and servicing of the school minibuses (ideally in school holidays) and maintain their cleanliness.
- To undertake the management and maintenance of the school swimming pool, maintaining an appropriately clean environment.

### **Repairs and Maintenance.**

- Undertake maintenance and improvement jobs, on a priority basis.
- Handyman duties (ie, those not requiring a qualified craftsman) may include minor repairs to furniture and fixtures and some decorating tasks (eg, remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves, noticeboards etc)
- Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible.
- To respond to reports of faulty equipment in a prioritised manner, monitoring completion and quality of work.
- To carry out an annual visual electrical check on portable electrical equipment and keep appropriate records.
- To organise contractors to undertake specialist works (eg, electrical).
- To be responsible for ensuring the cycle of PAT (Portable Appliance Testing) of new equipment and evidencing with PAT testing stickers appropriately dated is undertaken.
- To carry out an annual visual inspection of portable appliances and to keep statutory records.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.
- Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow cleaning during severe weather.
- Treat car park and playground areas with salt/grit as appropriate.
- Ensure yard, flat roofs and steps are free from leaves, moss and mud.
- Keep signage clean and free from algae.
- Check trees for broken/overhanging branches that could pose a safety risk.

### **Cleaning, to work in support of the Caretaker.**

- To manage the training and induction of new staff, supported by the Local Authority.
- To liaise with the Cleaning Supervisor who is responsible for locking the school in the evenings and will be the 'go to' person for the cleaners working in the evenings.
- To support the organisation and allocation of duties to the cleaning workforce to ensure the efficient cleaning of all areas of the school and to organise cover for absent cleaners in the evening, before leaving work in the afternoon.
- To organise, in conjunction with the Premises Admin Assistant, contractors to undertake annual maintenance tasks, which are outside of the Local Authorities remit, such as window cleaning, service of horse riding simulator.
- To monitor standards of cleaning and performance advising the Headteacher/Business Manager as necessary.
- To provide caretaking support in respect of lettings as and when required, ensuring layouts are appropriate and fit for use.

### **Fire Systems, to work in support of the Caretaker.**

- To assist in process of, and maintain accurate records of fire practices/alarm activations.
- To undertake regular tests of the fire system and maintain records as required by Somerset Council.

### **Security, to work in support of the Caretaker.**

- To be responsible for ensuring the school buildings are unlocked in the mornings and ensuring they are locked and secure in the evenings.
- To act as a 'Key holder'.
- To respond to security alarm call outs when necessary, affecting or organising appropriate repairs (if

necessary).

- To maintain records of any breaches of site security of vandalism, to inform future actions by the Governors and/or the police.

#### **Swimming Pool, to work in support of the Caretaker.**

- To maintain, clean and monitor the swimming pool water and plant equipment, as advised by Somerset Scientific services.
- To maintain the cleanliness and/or organise the cleanliness of the surrounding areas of the pool and changing rooms.
- To contact Property and Grounds Maintenance Team to affect repairs when necessary.
- To advise office staff as soon as possible if the water conditions prevent swimming, putting up the necessary out of order/pool closed signs.

#### **Minibuses, to work in support of the Caretaker.**

- To be responsible for undertaking weekly minibus checks and maintaining safety records.
- To maintain the cleanliness of the minibuses, during half-term holidays.
- To affect any very minor repairs (non-technical eg, tangled seatbelts).

#### **Health and Safety, to work in support of the Caretaker.**

- To check play area for hazards on a daily basis.
- To undertake portorage as requested.
- To work with the Headteacher/Business Manager and other key staff to ensure a healthy and safe environment for all of the users of the school.

This list of tasks may not be exhaustive, but provides an indication of the main areas of work. The post holder may be asked to undertake other specific duties by the Headteacher/Business Manager.

#### ***Facts and Figures:***

Grounds 25,073 square meters.

#### ***Supporting Processes.*** Problem Solving and Creativity.

The post holder will need to work as part of a team to consider creative solutions to a range of problems referring to the Business Manager or Headteacher for confirmation/advice.

To play an active role in the life of school.

#### ***Decision Making.***

- Working with the Headteacher, Business Manager, Premises Admin Assistant and teaching staff to agree priorities for actions – which will be in the main concerning, premises cleaning, repairs or improvements.
- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- Guidance is normally readily available from the Business Manager. More complex or controversial decisions will be referred to the Headteacher.

#### ***Physical Effort and Working Conditions.***

- The postholder will be expected to undertake a range of practical repair and improvement works throughout the school which may involve physical effort. Practical skills will be required for these tasks.

- The Caretaker will undertake portorage of a range of loads throughout the school.

**Contacts and Relationships.**

- The postholder is responsible to the Headteacher and through him the governing body of the Fiveways School for matter relating to the school site and its grounds.
- The postholder will receive advice and support through the Business Manager.
- The postholder will have contacts with a range of staff throughout the school and a variety of different contractors and Local Authority staff.

**Knowledge, Skills and Experience.**

***Desirable:***

- Experience of working in schools.
- Working as part of a team.
- A background in property maintenance and/or repairs.
- Experience of managing a small group of staff.
- An education standard equating to GCSE Grade C in English and Mathematics, a minimum A-C/Point 4 or equivalent is essential. A qualification relevant to supporting the learning process in schools would be desirable. A suitable qualification for this post would be NVQ2.

It is vital that as part of Fiveways School’s approach to safeguarding, governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in our school. As part of this culture, it is important to adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.

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I agreed that the job description is a fair and accurate statement of the requirements of the job. I am committed to Fiveways safeguarding and promoting the welfare of children and young people and follow policies and procedures.

The job description, together with any agreed objectives, will normally provide the main criteria against which to evaluate a post holder's performance, through the schools Performance Management / Appraisal process. I understand that Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**\*Delete as appropriate**

Job Holder (Signed): \_\_\_\_\_ Date \_\_\_\_\_

Headteacher (Signed): \_\_\_\_\_ Date \_\_\_\_\_

**Swavek Nowakiewicz**



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**A Fairer, Ambitious Somerset**

### PERSON SPECIFICATION – CARETAKER GRADE 13

Area	Essential Criteria	Desirable Criteria
<b>Experience</b>	<ul style="list-style-type: none"><li>Evidence of working with others or as part of a team</li></ul>	Experience of <ul style="list-style-type: none"><li>Working in a school environment or equivalent setting</li><li>Cleaning</li><li>Swimming Pool</li></ul>
<b>Safeguarding Responsibility</b>	<ul style="list-style-type: none"><li>A duty and responsibility to follow the school's Child Protection and Safeguarding Policy and procedures and undertake mandatory Safeguarding training as directed by the school</li><li>Have an understanding of principles for safeguarding children and/or adults</li><li>Awareness of equalities duties</li></ul>	

## PERSON SPECIFICATION – CARETAKER GRADE 13

Area	Essential Criteria	Desirable Criteria
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate competent DIY tasks without supervision</li> <li>• Ability to lead a team and work under guidance</li> <li>• Strong understanding of cleaning requirements</li> <li>• Good communication skills</li> <li>• Organised</li> <li>• Positive management skills</li> <li>• Developing rapport</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH Training</li> </ul>
<b>Professional Attributes</b>	<ul style="list-style-type: none"> <li>• Solution focused and flexible</li> <li>• A positive team member who is reliable, consistent and able to use their initiative</li> <li>• Emotional resilience and the ability to remain calm under pressure</li> <li>• Empathic towards others</li> <li>• High expectations of yourself and also of your colleagues</li> <li>• Embrace the ethos of the school</li> <li>• Willingness to take on responsibilities</li> <li>• Excellent attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible/Positive approach to change</li> <li>• Good team player</li> <li>• Commitment</li> </ul>