



Ravens Wood School

ASSISTANT CARETAKER

PERMANENT FULL TIME POSITION

Salary Scale 4 point 7 £30,288 (FTE)

Shift work is required for this role

We are looking to employ an Assistant Caretaker to join our team. The successful candidate will be confident, proactive and self-motivated.

General duties:

- General caretaking duties including moving and setting up of furniture, delivering parcels and equipment around the School site, receiving deliveries.
- Site security to include locking and unlocking of premises, both internal and external site and setting of alarms.
- To escort and monitor contractors on site.
- General cleaning duties both in the buildings and grounds; rubbish clearing; floor mopping; sanitary hygiene and dealing with spills as required.
- Carry out general maintenance tasks within your skills – painting, carpentry, and plumbing
- Manage the day to day running of plant equipment, for example, heating boilers as and when required.

Training will be provided

In return we can offer you:

- A supportive Senior Leadership Team who consider staff well-being
- A 24/7 Employee Assistance Programme (EAP)
- A friendly working environment
- An on-site fitness suite available for free use by staff
- Excellent catering facilities including a coffee shop

We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body.

We recognise the vital contribution that members of a diverse team make to our students learning. The range of cultural experiences, differing viewpoints and role models this brings is essential in our Trust and we recognise the gap that would be left in our offering without these.

We are committed to safeguarding and promoting the welfare of children. Employees of the Trust must uphold Safeguarding Policies and Procedures. The successful candidate will be subject to an enhanced DBS check.

To apply please download an Application Form from our website under Support Staff vacancies at www.ravenswood.bromley.sch.uk

Closing Date: Wednesday 7th January 2026 at 9am

Early applications are encouraged, we reserve the right to close the vacancy once a suitable candidate is found.

For enquiries please contact Jo Acott on: jobs@rws.uk.net or Ravens Wood School, Oakley Road, Bromley, BR2 8HP, Tel: 01689 856050 Fax: 01689 869948. Ravens Wood School is part of the Impact Multi Academy Trust



JOB DESCRIPTION

Location: Ravens Wood School

Hours: Shift-based rota covering **6:00am – 10:00pm** (we are ideally seeking a candidate for the late shift 1pm-10pm), including early mornings, evenings and occasional weekends.

Reporting to: Estates Manager

Contract Type: Permanent / Full-time

Salary: NJC Scale 4 point 7 - £30,288 per annum

Purpose of the Role

The School Caretaker is responsible for ensuring the School site is safe, secure, clean, and well maintained at all times. The role supports the effective running of the School through site security, portage, cleaning, maintenance, and compliance with Health & Safety and safeguarding requirements. The Caretaker plays a key role in providing a welcoming, safe environment for students, staff, visitors, and contractors.

General Duties

- Carry out general porter duties including moving and setting up furniture, delivering parcels and equipment around the School site, and receiving deliveries.
- Open and lock up the School premises in line with shift requirements, ensuring:
 - External doors, windows, internal doors and boundary gates are secure
 - Internal lights are switched off and external security lighting activated
 - Security alarms are set and deactivated as required
- Act as a key holder, responding to alarm activations, emergency call-outs, or security incidents outside normal working hours when required.
- Undertake general cleaning duties within buildings and grounds, including rubbish clearing, floor mopping, and dealing with spillages, vomit, or other bodily fluids as required.
- Carry out regular cleaning duties after school hours and undertake more intensive cleaning during holiday periods, including the use of floor-cleaning machinery.
- Sign in, escort, and monitor contractors on site, ensuring they comply with School safeguarding and Health & Safety procedures.
- Manipulate and monitor plant equipment, including heating boilers and associated systems, as required.
- Take a proactive approach to identifying maintenance and repair issues around the School site (e.g. cracked windows, graffiti, faulty lighting, dirty diffusers, incorrect clocks), dealing with issues appropriately and reporting where necessary. Assist the Estates Manager with regular site checks and audits.
- Carry out maintenance and repair tasks within personal skill levels, including painting and decorating, basic carpentry, and plumbing, as directed by the Estates Manager. Additional in-house or third-party training may be provided to develop skills.
- Carry a radio or other communication device at all times, as required, to ensure effective communication with the School Office and other staff.
- Monitor fire safety equipment, carry out routine checks, report faults promptly, and support fire drills and emergency procedures.
- Attend Health & Safety training as required and with the potential to act as a designated First Aider (training will be provided).

- Ensure the School site operates in compliance with Health & Safety legislation, COSHH regulations, and School policies, reporting hazards, accidents, and near-misses promptly.
- Assist with maintaining safe access to the School site during adverse weather conditions, including gritting pathways and entrances when required.
- Organise maintenance of School vehicles where appropriate and carry out driving duties when required.
- Provide occasional weekend and out-of-hours cover to open buildings and maintain site security for lettings, events, and School activities.

Safeguarding Responsibilities

- Safeguard and promote the welfare of children and young people at all times
- Remain vigilant to safeguarding concerns and report any issues in line with School safeguarding policies and procedures
- Ensure site security and contractor management supports pupil safety
- Undertake safeguarding training as required

Communication & Professional Conduct

- Work cooperatively with the Estates Manager, School Office, cleaning teams, contractors, and other staff
- Communicate effectively and professionally with staff, pupils, visitors, and contractors
- Maintain confidentiality and act with integrity at all times

Line Management

Your Principal Line Manager is the Estates Manager.

Review of Duties

This job description will be subject to review. Should changes be required, these will be discussed with your Principal Line Manager in the first instance.

PERSON SPECIFICATION

Ravens Wood School

POSITION: Assistant Caretaker

<u>KEY SKILLS/COMPETENCIES</u>	ESSENTIAL	DESIRABLE
Educated to GCSE or equivalent in English and Maths A*-C		*
Be professional, calm and supportive	*	
Work effectively as part of a team	*	
Be able to use IT software, Word and Excel		*
Possess good organisational skills with the ability to multi task and work to deadlines	*	
Have excellent attention to detail	*	
Be able to maintain accurate records	*	
Have excellent communication skills	*	
Be confident in communicating positively with young adults	*	
Follow instructions accurately	*	
Uphold the positive image of the school in terms of dress and behaviour	*	
Solve straight forward problems use own initiative and work independently	*	
Ability to adapt quickly and effectively to changing circumstances/situations	*	
Understand the need for confidentiality	*	
Committed to personal and professional development	*	
Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection	*	
Be aware of, support and ensure equal opportunities for all	*	
Promote and safeguard the welfare of children and young persons you come into contact with	*	
Basic Knowledge of first aid		*