




Blessed Thomas Holford Catholic College

May God's love be our guide 

Site Services Officer/Caretaker/General Maintenance Required as soon as possible

Full time /all year working hours: 36.25 per week (7.25 hours per day)

Normal working pattern during term time on a two-week rota:

Week 1: 6.00 am to 2.00 pm and week 2: 11.00 am to 7.00 pm

**Working pattern during school holidays: 8.00 am to 4.00 pm
(flexibility is required, based on contractor needs)**

Band 3: £25,183 to £27,269 (scp 6 to 11) (scp 6: £13.32 per hour)

We are looking to appoint a reliable, enthusiastic Site Services Officer/Caretaker to join our team to support and maintain the school premises and to ensure our school facilities are safe, secure, clean and well maintained – at all times.

The successful candidate will be part of the site team and will have key holding responsibilities.

We are looking for candidates who:

- have a flexible approach to working hours to ensure the needs of the school are met
- have a practical, hands-on approach to problem solving
- can undertake basic DIY/painting tasks, and ideally have experience of caretaking and security
- can work as part of a team as well as independently

We offer:

- 26 days annual leave, increasing to 31 days after 5 years; plus, Bank Holidays
- Generous pension scheme

Informal enquiries about the role can be made to Catherine McGlone, HR Administrator, either by e-mail to recruitment@bthcc.org or by phone: 0161 768 6030

The job description and application forms are available on the school's website:

<https://www.bthcc.org.uk/vacancies>

To Apply:

Completed applications should be sent to: recruitment@bthcc.org

All applications must be made using the CES application form. CV's will not be accepted.

Deadline for applications is: 9.00 am on Monday 18th August 2025

Please note: should a suitable number of applications be received prior to the closing date, we may bring the date forward)

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.



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Job Title: Site Services Officer/Caretaker/General Maintenance
Responsible to: Estates Manager
Salary: Band 3 (scp 6 to 11)
36.25 hours per week, Monday to Friday (full year)
Normal working pattern during term time on a two week rota:
Week 1: 6:00 am to 2:00 pm. Week 2: 11:00 am to 7:00 pm
Working pattern during College holidays: 8.00 am to 4.00 pm
(flexible times based on site requirements)
Ability to work flexibly to meet the needs of the College and attend occasional call outs (on a rota basis)

Main Purpose of the Job:

- To support the Estates Manager in all aspects of the College's facilities management to ensure the safety, security, maintenance and cleanliness of the College buildings and grounds at all times.
- To support the Estates Manager to provide effective facilities management of all College buildings and ensure a high-quality learning environment for students and staff
- To support the Estates Manager to prepare/setup for all College events i.e. assemblies, examinations, parent's evenings etc.

Site Maintenance

- Under the direction of the Estates Manager:
 - perform a wide range of work practices and trade skills within the concept of flexible, multi skilled working
 - carry out works within the departments planned maintenance schedule, as required
 - undertake any emergency repairs of the estate, premises and content, as required
- Report any defects to the building/furniture/fittings/equipment, to the Estates Manager and take action at the earliest opportunity to reduce any risk
- Maintain the College grounds to a high standard, ensuring grounds are litter free
- Support any contract staff on site, as directed by the Estates Manager
- Assist with the upkeep and maintenance of specialist equipment/surfaces, such as science, design technology, sports and theatrical
- Support the Estates Manager in the operation of systems such as heating, lighting and security
- Ensure all equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse

Fire and Security

- Ensure the buildings/gates are locked and unlocked at appropriate times; and setting and disarming of alarm systems
- Support the site team to test fire alarm call points, sprinkler system and regular checks of fire equipment etc
- Register as a main key holder and be a point of contact in an emergency callout situation when on rota
- On a rota basis, respond to call outs, make/arrange emergency repairs and ensure site security

Health & Safety:

- Ensure that all staff comply with Health and Safety legislation, and procedures are continually observed in College
- Ensure that clear passage is maintained on all fire escape routes
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow & hazards to ensure the safety of children, parents, staff and visitors.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Adhere to storage guidance – fire report and H&S signage etc

Porterage

- Transfer goods and materials delivered to College to the appropriate locations around College site
- Regularly set out and clear away furniture, equipment and other items, as and when required

Cleaning

- Ensure high standards of cleaning are maintained; site staff are efficiently deployed and supported, and that value for money is achieved
- Support the Estates Manager to:
 - manage refuse and recycling procedures
 - monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items
- Cover cleaning duties on occasion during staff absence, i.e. buffing hard floor surfaces, vacuuming carpeted areas, cleaning changing rooms etc.

Additional:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the College
- Maintain confidentiality of information acquired in the course of undertaking College duties
- Be responsible for your own continuing self-development, undertaking training as appropriate
- Support the work of staff running clubs and activities
- Undertake any other reasonable duties, as directed by the Headteacher
- This job description will be reviewed annually and may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the College in relation to the post holder's duties and responsibilities

Person Specification**Site Services Officer/Caretaker/General Maintenance**

Education/Qualifications/Training <ul style="list-style-type: none">• Basic levels of Maths and English• Willingness to undertake training• First Aid qualification	Essential E E	Desirable D
Knowledge/Experience/Understanding <ul style="list-style-type: none">• Knowledge and understanding of health and safety procedures• Experience of undertaking general maintenance tasks, relevant to the role• Knowledge and experience of cleaning/security duties and basic handyperson skills• Experience of cleaning procedures• Experience of caretaking and security• Experience of working in an education setting	E E	 D D D D
Personal skills and abilities <ul style="list-style-type: none">• Excellent communication skills - at all levels• Able to check stock levels and manage deliveries• Able to follow recognised and agreed procedures and regulations in respect of duties to be performed• Able to move equipment/objects, clear sites and undertake general manual tasks• Ability to negotiate with outside bodies/contractors/suppliers• Able to undertake general tasks not requiring skilled trade qualifications i.e. painting and basic building and grounds tasks• Able to work as part of a team• Able to use own initiative and work without supervision• Able to work flexibly and to meet deadlines• Calm under pressure, resilient, reliable and committed to inclusive education• Firm commitment to the College and its ethos	All E	