

**JOB**

**OPPORTUNITY**

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**Caretaker**

*Educating to truth, goodness and beauty.*

Terling Road, Dagenham

RM8 1JT

Headteacher Ms Clare Cattle

Email: [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk)

Tel: 020 8270 4242

Fax: 020 8595 4024

## School Mission Statement

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

Role	Caretaker
Closing Date for Application	10 <sup>th</sup> March 2026
Required For	April
Term	Permanent – Fixed term one year in the first instance.
Hours	14:00 – 16:30 Mon - Fri
Salary	Scale 5 Point 12

**All applicants must complete a CES application form for this post.**

### School Information

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.72 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress. Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community. Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

## **Job Purpose**

To support the Caretaker/Site Manager in maintaining a safe, clean, and secure environment for students, staff, and visitors. This role involves ensuring the smooth operation of school facilities, contributing to their upkeep, and assisting with site safety and maintenance tasks.

### **Key Responsibilities**

#### **1. Maintenance and Repairs**

- Perform maintenance and repair tasks (e.g., plumbing, painting, fixing equipment).
- Assist with identifying and reporting faults or damages to the Caretaker or Site Manager.
- Set up and dismantle equipment for school events or activities.
- Monitor heating, lighting, and ventilation systems, reporting issues when necessary.

#### **2. Site Security**

- Open and close the school premises, including locking/unlocking gates, doors, and windows.
- Ensure the premises are secure at all times, including responding to out-of-hours callouts.
- Assist with the implementation and monitoring of security measures, such as alarm systems and CCTV.

#### **3. Cleaning and Hygiene**

- Support cleaning staff and undertake cleaning duties as required, especially in emergencies.
- Ensure that communal areas, classrooms, and facilities are tidy and presentable.
- Monitor and replenish cleaning supplies, toiletries, and other consumables.

#### **4. Grounds Maintenance**

- Assist with maintaining outdoor spaces, such as playgrounds, sports fields, and gardens.
- Ensure safe and clear access to the site during adverse weather (e.g., gritting pathways during snow/ice).

#### **5. Health and Safety Compliance**

- Conduct regular health and safety checks, including fire alarms, emergency exits, and safety equipment.
- Ensure compliance with health and safety policies and report any hazards or incidents.
- Support evacuation procedures and drills.

#### **6. Logistics and Support**

- Assist with receiving and storing deliveries securely.
- Help move furniture, equipment, and supplies as needed.
- Provide support for school events, including setting up chairs, tables, or audiovisual equipment.

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### **Person Specification**

#### **Essential Skills and Qualifications:**

- Practical experience in maintenance or DIY skills.
- Ability to work independently and as part of a team.

- Knowledge of health and safety procedures.
- Good communication and interpersonal skills.
- Physical fitness to handle manual tasks and lift/move heavy items.

**Desirable Skills and Qualifications:**

- Previous experience in a similar role, preferably within a school environment.
- Basic knowledge of plumbing, electrics, or carpentry.
- Familiarity with security and alarm systems.
- Health and Safety qualifications (e.g., COSHH, Manual Handling).
- This role plays a critical part in ensuring the school runs smoothly and provides a safe and welcoming environment for its community.