



**JOB TITLE:** CareTaker

**JOB PURPOSE:**

We are seeking a reliable, proactive, and hands-on Caretaker to join our dedicated team. The Caretaker plays a vital role in ensuring that our school environment is safe, well-maintained, and fully equipped to support pupils and staff. This role is especially important in settings supporting children and young people with additional needs, including Autism, where consistency, safety, and attention to detail are essential.

**ABOUT US:**

At Outcomes First Group, we believe every child can thrive when given the right environment for success. As one of the world's leading providers in our sector, we deliver exceptional, research-led education tailored to each individual, with smaller class sizes and personalised learning plans.

Our vision is to empower every child with a world-class education that nurtures potential and inspires lifelong learning, our mission is to unlock that potential through personalised learning and opportunity, and our promise is simple: we listen, we work together, and we are accountable to one another to make the remarkable happen.

**KEY RESPONSIBILITIES:**

**Site Maintenance & Repairs**

- Carry out day-to-day maintenance, basic repairs, and general DIY tasks across the site.
- Ensure buildings, grounds, and equipment are kept in good working order.
- Identify maintenance issues promptly and take appropriate action or escalate where necessary.

**Health, Safety & Compliance**

- Conduct regular risk assessments, safety checks, and compliance inspections.
- Maintain accurate records of checks, repairs, and maintenance activities.
- Support the implementation of health and safety procedures across the school.

**Security & Site Management**



- Oversee site security, including opening/locking buildings, monitoring access, and responding to alarms.
- Ensure the site is safe, tidy, and ready for use each day.
- Assist with emergency procedures and act as a key point of contact for site-related issues.

### **Support for School Operations**

- Prepare rooms, equipment, and resources for daily activities and school events.
- Assist with school development projects, refurbishments, and improvements.
- Work collaboratively with staff to ensure the environment meets the needs of pupils and supports learning.

### **Pupil-Centred Support**

- Contribute to creating a calm, safe, and consistent environment for pupils, including those with Autism and other additional needs.
- Maintain a positive, supportive presence around the school, modelling professionalism and care.

### **STANDARD RESPONSIBILITIES:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to.

Leads, manages, and participates in an annual performance review programme

Works, always, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.

Observes, always, strict rules of confidentiality appropriate to the post.

To always comply with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.

OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.

Ability to work attentively and accurately with data inputting

Undertakes other duties as assigned.



**EXPERIENCE, SKILLS & QUALIFICATIONS:**

**ESSENTIAL**

- Previous experience as a Caretaker, Site Manager, or similar role Practical skills in maintenance, DIY, and basic repairs.
- Strong understanding of health and safety principles.
- Ability to work efficiently, manage time well, and prioritise tasks.
- Reliable, responsible, and able to work independently or as part of a team.
- Committed to maintaining a safe, caring environment for children and young people.

**DESIRABLE**

- Experience working in a school, residential, or SEN environment.
- Knowledge of safeguarding and working within regulated settings.