

# CARETAKER

£16,000 - £20,000

Related jobs: Cleaner, Facilities Manager

## Dictionary definitions

### Caretaker - Noun

**Care-take-r** a person who is in charge of the maintenance of a building, estate etc.

## DESCRIPTION

Caretakers look after buildings and grounds making sure they are clean, well maintained and secure. In small organisations caretakers may be responsible for cleaning but in larger organisations they may be responsible for managing a team of cleaners. A caretaker must ensure that cleaners and other people working on the premises adhere to health and safety regulations. Caretakers look after the day to day maintenance of buildings by carrying out minor repairs themselves or calling in experts such as plumbers or electricians when specialised help is required. The security of a building is very important and a caretaker is often responsible for unlocking premises in the morning and locking them at night as well as monitoring CCTV cameras to check who is coming in and out of the building.

## PERSONAL QUALITIES

Responsible and honest

Well organised

The ability to work with others

Physical fitness

Practical

Budgeting skills

## TRAINING & QUALIFICATIONS

As with most jobs there are many ways into the profession. The Diploma in Construction and the Built Environment may be useful for this role. One example of a progression routes could be:

### JUNIOR POSITION

Junior caretaker  
£14,000  
BICSc Cleaning Operators Proficiency Certificate

### MID POSITION

Caretaker  
£17,000  
NVQ in Cleaning & Support Services

### SENIOR POSITION

Senior Caretaker  
£20,000  
As left with C&G Level 3  
Diploma in Cleaning Services Supervision

**BICSc** = British Institute of Cleaning Science  
**NVQ** = National Vocational Qualification  
**C&G** = City & Guilds

## Case Study

I saw a job advertised in a local school when I moved to a new area. I wasn't really thinking that I would make a career out of it but once I settled in I really started to enjoy what I was doing.

I have been surprised by how important my job is, and that makes me feel that what I do is really worthwhile.

When I started I was part of a small team but since then my boss retired so I am now responsible for the whole team. I really enjoy the teamwork that goes on and I find it very satisfying when everyone is happy and working well.

A lot of what I do is coordinating things - that can be quite complicated, particularly because the hall has so many different uses including PE, lunch, assemblies, parents evenings and school plays, etc. My day can be very busy but I always leave work with a good feeling knowing that everyone has been able to make the most of the school environment in a safe and effective way.

Derek Gates

asset skills



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