

## **JOB DESCRIPTION**

**Job Title:** Caretaker/ Campus Supervisor

**Reports to:** Admin Head/ Principal

**Role Overview:** The **Caretaker** will be responsible for ensuring the cleanliness, safety, and proper upkeep of the entire school campus. The role includes maintaining a secure, hygienic, and well-organized environment for students and staff. The caretaker will coordinate maintenance activities, supervise housekeeping and support staff, and ensure that all safety and security protocols are effectively implemented for smooth day-to-day school operations.

**Brief of Duties and responsibilities: -**

- Oversee daily cleaning and upkeep of classrooms, corridors, washrooms, playgrounds and common areas.
- Liaise with teachers and office staff for facility related requirements
- Ensure regular maintenance of school property, fixtures, furniture and equipment.
- Monitor and supervise housekeeping, sanitation and gardener staff to maintain hygiene standards.
- Check and report repair or maintenance requirements to the Admin Head promptly.
- Ensure safety and security of school buildings, assets and grounds during and after school hours.
- Support in managing school logistics during events, functions and meetings.
- Monitor entry/exit of visitors and coordinate with security personnel for gate control.
- Ensure compliance with fire safety, emergency evacuation and health protocols.
- Maintain records related to maintenance, repairs and utilities.
- Be available for duty beyond regular hours or on weekends during special school programs or emergencies.
- Assist in maintaining discipline and order in school premises when required.

**Qualifications & Experience: -**

**-Educational:** Graduate degree from a recognized university (preferred).

**-Experience:** 2–4 years of experience in facilities management, housekeeping supervision, or maintenance (preferably in a school or institutional setup).

**-Other Requirements:**

- Physically fit, alert and responsible individual with a sense of ownership and commitment to duty.
- Ability to manage multiple tasks and emergencies
- Maintain attendance and duty roster of support staff

**-Key Skills & Competencies:**

- Good organizational and supervision skills.
- Strong sense of responsibility and discipline.
- Basic understanding of safety, hygiene, and maintenance procedures.
- Courteous, approachable and cooperative behaviour.
- Ability to manage multiple tasks and handle emergencies calmly.
- Knows basic computer and IT Skills.
- Warm and pleasing personality with flexibility to work extended hours when required.

**Selection Process**

- Initial screening/interview with HR
- Final interview with Principal & School Management