

FOR SCHOOL CARETAKERS

20 chat prompts

Prompts for School Caretakers.

*Ready-to-use prompts for planning,
teaching and reflection.*

*The right tool at the right time.
Part of the WISE Framework for Education at
choosewise.education.*

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Glossary

A few terms that recur throughout this guide. If you already know them, skip ahead to the framework on the next page.

AI — Artificial Intelligence

An attempt to make machines mimic brain functions — to "think" and learn roughly the way humans do. We don't fully understand how the brain works, but we can try to replicate the parts we do understand.

Prompt

An instruction given to a chatbot to get a desired response or task performed.

Iterate

After receiving a response from a chatbot, you refine and clarify the parts you're not satisfied with — sharpening the answer until it's what you want. The better your starting prompt, the fewer iterations you'll need.

Chatbot

A chatbot has been trained to find patterns in large amounts of text. It uses those patterns to generate a response to your prompt. The answer is produced in real time.

GPT

The underlying model (Generative Pre-trained Transformer) that a chatbot uses. The same GPT can power different chatbots — for example, Copilot and ChatGPT have both used OpenAI's GPT.

Generative AI

AI that creates (generates) text, images, video, or sound in real time when prompted to do so.

Bias

AI responses can be skewed or partial, depending on the data the AI was trained on and the biases present in that data. These biases are harder to spot in chatbots than in image-generating AI.

Hallucination

The text you receive from a chatbot is based on patterns in its training data, but word generation also involves randomness — meaning generated words can sometimes create a meaning that simply isn't true.

A framework for writing your own prompts

Role: Act as an experienced physics teacher.

Task: Create a lesson plan that introduces year 8 students to optics.

Context: I teach at a middle school, have 25 students in my class, and the lesson is 60 minutes long.

Format: Link content and activities to the physics curriculum and give me a plan that describes each part of the lesson and the materials required.

Tone: Use a formal but friendly tone.

A few chatbots to know

AI can also generate images and more, but we focus here on chat capabilities.

ChatGPT — OpenAI's chatbot

Gemini — Google's chatbot

NotebookLM — Google's tool that can, among other things, generate a two-voice podcast

Copilot — Microsoft's chatbot

Claude — Anthropic's chatbot

Perplexity — From San Francisco, was early to include source links

Duck AI — DuckDuckGo's chatbot, lets you pick among several GPTs

Mistral AI — A chatbot from France

Most chatbots have age restrictions.

How to use the prompts

All the prompts are starting points — examples to get you going. Adapt them to fit your context.

After using a chatbot for a while, you'll learn what kinds of prompts work better or worse. Try the same prompt twice — first as-is, then with the prefix "Act as an experienced expert teacher in [subject]" — and see whether the quality of the response improves. A good response means a good prompt. A poor response means the prompt needs more context or adjustment. Some chatbots are better than others at certain tasks, so if you're not satisfied despite multiple tries, consider switching chatbot.

Brackets and privacy

You paste the prompt text into the chatbot's input field. Wherever brackets *[like this]* appear, replace the text inside with whatever fits your context.

Always double-check the responses — chatbot output is not guaranteed to be accurate.

Note: Think carefully before uploading texts or documents. Never upload personal data or sensitive information. Mind GDPR.

Caretaker

- 01 Write a short checklist for inspecting *[specific area, e.g. playground equipment or classrooms]* at a *[primary school]*, with three points to check.
- 02 Create a daily plan for a caretaker at a *[primary school]* covering *[specific tasks, e.g. repairs and grounds maintenance]*, with three priorities and a time frame.
- 03 Give me five strategies for quickly handling *[specific problem, e.g. broken lights]* at a *[primary school]* without disrupting lessons.
- 04 Suggest three ways to collaborate with school staff at a *[primary school]* to resolve *[specific issue, e.g. furniture arrangement or snow clearance]*, with one idea for each.
- 05 Create a list of five quick fixes for common urgent problems (e.g. *[specific problem, e.g. leaking tap]*) at an *[Upper Secondary school]*.
- 06 Give me an example of a routine for preparing a *[primary school]* for *[specific event, e.g. start of term or sports day]*, with three steps.
- 07 Suggest three ways to maintain the school's outdoor environment at a *[primary school]* for *[specific purpose, e.g. play or safety]*, with one action for each.
- 08 Write a short guide for repairing *[specific item, e.g. a door or desk]* at a *[primary school]*, with three steps and one safety measure.
- 09 Give me five ideas for making the school premises more welcoming at a *[primary school]*, focusing on *[specific area, e.g. corridors or the dining hall]*.
- 10 Create a list of three short messages to the principal at a *[primary school]* about *[specific matter, e.g. completed work or needs]*, with a positive tone.

11 Suggest three ways to collaborate with catering staff at a *[primary school]* to manage *[specific task, e.g. waste or inventory]*, with one idea for each.

12 Give me an example of a routine for checking and restocking *[specific resource, e.g. toilet paper or tools]* at a *[primary school]*, with three steps.

13 Write a list of five tools or materials a caretaker at an *[Upper Secondary school]* should always have on hand for *[specific purpose, e.g. repairs]*.

14 Suggest three ways to manage a busy day at a *[primary school]* with multiple urgent tasks (e.g. *[specific tasks]*), with one prioritisation strategy for each.

15 Create a template for a weekly plan for a caretaker at a *[primary school]*, with three sections (e.g. maintenance, inspections, projects).

16 Give me five ideas for reducing energy consumption at a *[primary school]*, focusing on *[specific area, e.g. lighting or heating]*, with one action for each.

17 Suggest three ways to prepare a *[primary school]* for *[specific weather event, e.g. snowstorm]*, with one preventive measure for each.

18 Write a short guide for introducing a new caretaker to *[specific routine, e.g. the locking system]* at a *[primary school]*, with three steps.

19 Give me an example of a routine for inspecting and reporting safety hazards (e.g. *[specific hazard]*) at a *[primary school]*, with three steps.

20 Create a list of three short ways to show appreciation to students and staff at a *[primary school]* for keeping things tidy, with one example for each.

CONTINUE ON THE WEB

The right tool at the right time.

This collection is part of a library of AI prompts for every role in the school — free to use, adapt, and share.

More prompt sets

Find prompts for principals, subject teachers, school leaders, support staff and more at choosewise.education/prompts

The WISE Framework for Education

Four questions that turn any "should we use this AI tool?" conversation into a structured decision — choosewise.education/wise

Follow Johan Lindström on LinkedIn

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