

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	4OS	Role Title	Caretaker / Handyman
Grade	S4	Reports to (role title)	Assistant Bursar / School Business Manager/ Head of School / Executive Headteacher
JE Band	135-160	School	Chertsey Nursery School
		Date Role Profile was created	June 23

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Provide a security and caretaking service to the nursery school to minimise risks to the health and safety of those using the nursery school site, and to limit the possibility of damage to the nursery school premises and loss of property through theft outside normal nursery school hours.</p> <p>Key deliverables include:</p> <ul style="list-style-type: none"><li>• Participate in and ensure that the site is kept clean and tidy in order to minimise risks to the health and safety of those using the school site, and to ensure the activities of the school can take place in an environment suited to learning;</li><li>• Contribute to maintaining the site in a good state of repair and maintaining heating and lighting, to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning; Liaise with the Head of School /Assistant Bursar in the preparation of long- and short-term maintenance programmes;</li><li>• Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents, and provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations;</li><li>• Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed; • Maintain monitoring procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary cleaning and maintenance supplies. Take responsibility for raising any issues initially with the staff concerned or Head of School /Assistant Bursar.</li></ul>
Work Context	Chertsey Nursery School is one of Surrey's 4 Maintained Nursery Schools. There are approximately 80 children on roll in the Nursery. The Nursery School work cohesively focussing on the needs of the whole family. The role will be based at the Chertsey Nursery site. The Governing Body is Federated with Dorking Nursery School and Mole Valley Family Centre and there is a close partnership between the two settings.
Line management responsibility if applicable	n/a
Budget responsibility if applicable	n/a

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Service delivery</p> <ul style="list-style-type: none"> <li>• Carry out a range of operational service duties using appropriate tools and equipment.</li> <li>• Collect, transport and deliver people/goods/materials as instructed.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan and organise own and team's work to meet given priorities.</li> <li>• Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.</li> </ul> <p>Resource</p> <ul style="list-style-type: none"> <li>• Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner.</li> </ul> <p>Analysis, Reporting and Documentation</p> <ul style="list-style-type: none"> <li>• Maintain and submit records following relevant organisational procedures.</li> </ul> <p>Work with others:</p> <ul style="list-style-type: none"> <li>• Answer straightforward queries politely providing some explanatory information and refer others.</li> <li>• Report any problems or incidents, e.g. breakdowns, deficiencies to supervisor.</li> <li>• Supervise and delegate the work of the team, escalating HR performance issues appropriately.</li> </ul> <p>Duties for all Values: To uphold the values and behaviours of the organisation. Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Able to demonstrate basic numeracy and literacy, e.g. through GCSE qualification in English and Maths.</li> <li>• Able to work towards Vocational Qualifications Level 2 or equivalent in relevant field.</li> <li>• Working knowledge of relevant systems, equipment, processes and procedures.</li> <li>• Competent in a range of IT tools.</li> <li>• Ability to apply relevant health and safety, equality and diversity, and other organisational/service policies and procedures.</li> <li>• Ability to work with others to provide excellent customer service</li> <li>• Ability to communicate clearly.</li> <li>• Ability to guide and support less experienced or more junior colleagues.</li> <li>• Accuracy and ability to prioritise and organise own workload.</li> <li>• Some roles require the ability to oversee the delivery of operational services.</li> <li>• May be required to undertake manual handling and physically demanding work.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Knowledge and experience of basic site maintenance and building practice.</p> <p>Basic DIY abilities.</p>
<p><b>Role Summary</b></p>	<p>Roles in this level carry out a range of operational duties to given standards under some/minimal supervision using powered tools and equipment as part of the provision of an operational service and may oversee an operational activity. They will be expected to be able to plan and organise their own workload, on a day-to-day basis within clear procedures. They will need to understand the objectives of the department sufficiently to allow them to time and sequence tasks so that they can support the work of others effectively. Entry to this level may be through some relevant work experience and general education.</p>

Chertsey Nursery School is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced check by the Disclosure and Baring Service.