

Role Profile



Part A - Grade & Structure Information

Job Family Code	40S	Role Title	Handyman/Caretaker
Grade	S4	Reports to (role title)	Business Manager and Leadership Team
JE Band	135-160	School	Dorking Nursery School
		Date Role Profile was created	Sep-24

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	To provide a daily security, handyman and caretaking service to the nursery school to minimise risks to the health and safety of those using the site and to limit the possibility of damage to the premises, and loss of property through theft outside normal opening hours. See also separate tasks linked to the role.
Work Context	Dorking Nursery School is one of Surrey's 4 Maintained Nursery Schools and is rated outstanding by Ofsted. It is highly regarded for the quality of education. There are approximately 110 children on roll aged 2-5 in the Nursery including a high level of children with additional needs and disabilities. The school is lead by a Governing Body which is federated with Chertsey Nursery School. This role is based at Dorking Nursery School, West Street.
Line management responsibility	None
Budget responsibility	None

<p>Representative Accountabilities</p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Service delivery</p> <ul style="list-style-type: none"> • Carry out a range of operational service duties using appropriate tools and equipment. • Collect, transport and deliver people/goods/materials as instructed. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan and organise own and team's work to meet given priorities. • 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. <p>Resource</p> <ul style="list-style-type: none"> • Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner. <p>Analysis, Reporting and Documentation</p> <ul style="list-style-type: none"> • Maintain and submit records following relevant organisational procedures. <p>Work with others:</p> <ul style="list-style-type: none"> • Answer straightforward queries politely providing some explanatory information and refer others. • Report any problems or incidents, e.g. breakdowns, deficiencies to supervisor. • Supervise and delegate the work of the team, escalating HR performance issues appropriately. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & 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.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Able to demonstrate basic numeracy and literacy, e.g. through GCSE qualification in English and Maths. • Able to work towards Vocational Qualifications Level 2 or equivalent in relevant field. • Working knowledge of relevant systems, equipment, processes and procedures. • Competent in a range of IT tools. • Ability to apply relevant health and safety, equality and diversity, and other organisational/service policies and procedures. • Ability to work with others to provide excellent customer service • Ability to communicate clearly. • Ability to guide and support less experienced or more junior colleagues. <p>Accuracy and ability to prioritise and organise own workload.</p> <ul style="list-style-type: none"> • Some roles require the ability to oversee the delivery of operational services. • May be required to undertake manual handling and physically demanding work.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Basic general education with a good level of verbal English communication skills.</p> <p>Driving licence</p> <p>Knowledge of basic site maintenance and good practices in building services, i.e. heating, plumbing, carpentry, electrical, gardening etc.</p> <p>Good time-keeping</p> <p>Must enjoy working as part of a team; be adaptable and supportive of colleagues</p> <p>Physical ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items</p> <p>Willing to undertake training and understand the importance of statutory and legislative training requirements</p> <p><u>Ability to prioritise</u></p>
Role Summary	<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>

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The 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 background checks by the Disclosure and Baring Service and satisfactory references. All shortlisted candidates will be subject to online recruitment checks



