

Role Profile



Part A - Grade & Structure Information

Job Family Code	4OS	Role Title	Caretaker
Grade	S4	Reports to (role title)	Bursar
JE Band	135-160	School	Dorking Nursery School and Mole Valley Family Centre
		Date Role Profile was created	Oct-19

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

Role Purpose including key outputs	To provide a daily security and caretaking service to the nursery school and children's centre to minimise risks to the health and safety of those using the sites and to limit the possibility of damage to the premises, and loss of property through theft outside normal opening hours. See also separate list of duties linked to the role.
Work Context	Dorking Nursery School is the only outstanding rated maintained nursery school in Surrey with National Support School and National Leader of Education status. The ethos is that staff are highly skilled, hard working, committed and have a passion to see disadvantaged families succeed. Those working for Dorking Nursery School will be expected to have drive and be willing to be flexible in their approach. Dorking Nursery School leads the Mole Valley Family Centre, one of 21 new centres created as part of the Surrey Family Resilience offer. The Nursery School and Family Centre will work cohesively focusing on the needs of the entire family. This role is based at the West Street site, but working at both sites is expected.
Line management responsibility if applicable	Not applicable
Budget responsibility if applicable	None
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Service delivery <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. Planning & Organising <ul style="list-style-type: none"> • Plan and organise own and team's work to meet given priorities.

	<ul style="list-style-type: none"> • 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. 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.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Good verbal and written English, with the ability to update and maintain records and inspections and communicate to third parties</p> <p>Driving licence</p> <p>Knowledge of basic health and safety legislation, site maintenance and good practices in building services, i.e. heating, plumbing, carpentry, electrical etc.</p> <p>Good time-keeping.</p> <p>Must enjoy working as part of a team; be adaptable, proactive 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</p>

Role Summary	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.
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Dorking Nursery School and Mole Valley Family Centre 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

National Support School
designated by

National College for
Teaching & Leadership



