

THE ROLE

The Estate's team primary responsibility is to provide a safe and comfortable physical environment for the School community. The caretaker ensures that equipment and furniture is set up appropriately in operational spaces to support the day-to-day activity of school life. Collecting and completing reactive maintenance tasks issued from our digital system and reviewing our room booking and event planning software system to ensure spaces are correctly configured in in good time forms the core functions of the role.

This is a permanent position, offered on a full-time basis from September 2026.

Meeting the School's Operational Needs

The agreed hours for the role will be 37.5 hours per week. An element of flexibility is, however, required during term time as the school frequently hold events and functions at weekends at the Senior School site.

On site operational resource is required to support these events. Therefore, a key requirement of the role is that for a maximum of 15 days per year the post holder must be available to work on either a Saturday or Sunday.

The postholder will then be entitled to a non-working day during that or the following working week (Monday- Friday) to be agreed in advance with the Premises Manager.

The school has good long-range visibility of our weekend working requirements and where operationally feasibly every effort will be made to ensure 2 consecutive rest days are created to mimic a traditional weekend (i.e. a Friday or Monday rest day) and to align weekend work with the postholder's availability.

Whilst onsite at the weekend, the postholder will carry out tasks that are typical of duties that can be carried out by a lone worker.

During school holidays the working pattern will be Monday-Friday.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe in Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The key responsibilities for this post are detailed below:

- Locking and unlocking of the school's premises including closing windows, turning off lights, and setting alarms
- Conducting minor repairs and maintenance across the site which may include electrical, plumbing, carpentry, and painting tasks.
- Movement of goods, furniture, and other items as needed around the school buildings and sites to support normal school activities, events, and projects.
- Delivery of parcels around the school sites
- Transportation of equipment between sites and to support off-site events using the school's vehicles
- Maintaining site cleanliness and ensuring the appearance of the site upholds the School brand. This includes litter picking, emptying external bins and clearing entrances and exits
- Ensuring that the school is ready for day and evening events by setting up and clearing away equipment and furniture.
- Being present in school to support Open Days as required to carry out any tasks as needed.
- Liaising with cleaning staff where necessary
- Swimming Pool care and maintenance, including specialist cleaning. Appropriate training will be provided if necessary
- Conduct monthly utility meter readings and escort meter readers onsite as required.
- Conduct some work at heights, for example changing light bulbs, installing artwork and painting.
- Delivery of copier paper to various locations around the school
- Provide support to the PE department by maintaining, setting up, and storing equipment and maintenance of the Sports Pavilion.
- Clearance of snow and ice during the winter months as required.
- Conducting a weekly test of fire alarm systems
- Any other duties reasonably expected for the efficient discharge of the position at any St Albans Education Group School.

Professional Development

- Participate in training and undertake any performance development activities as required for the position

Additional Information

- Support for the School's mission, vision and values and strategic direction
- Participate actively in the wider aspects of school life.
- In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Premises Manager, Director of Estates or Head

In addition to the above, the post holder will perform any other duties as reasonably required by the Director of Estates for the efficient discharge of the position at any St Albans High for Girls School sites.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE	• DIY skills, particularly any formal plumbing, carpentry or electrical qualification, and the ability to carry out a wide range of minor repairs • A current driving license is essential • An awareness of typical Health and Safety protocols within a construction or facilities management environment is essential
SKILLS & KNOWLEDGE	• A degree of I.T literacy is essential in order to access and review our digital job tasking systems • Is able to assess competing tasks and identify critical activities that must be prioritised • Attains and maintains appropriate skills and professional knowledge/accreditations required for the role • Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery • Ability to think through wider consequences of own actions when assessing multiple demands
PERSONAL QUALITIES	• Smart, professional appearance and good personal hygiene. • Warm, welcoming, and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the STAEG community. • Responds effectively to emergencies or last-minute demands on time. Flexible, in approach when dealing with changing situation or priorities. • Team worker, appreciates contribution of colleagues. • Takes personal accountability and ownership for their work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard. • Willing to take on extra responsibility/use initiative to overcome obstacles and ensure timely delivery of service (Continued...)

PERSON SPECIFICATION (Continued)

PHILOSOPHY AND ETHOS	• A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy. • Ability to form and maintain appropriate relationships and personal boundaries with children • Contribute positively to the overall ethos, objectives and aims of the School
HEALTH AND SAFETY	• Support Health and Safety training initiatives and completes all assigned training modules.
PHYSICAL WORKING AND ENVIRONMENT	• To be able to work in a physically demanding role where lifting and carrying items is a core task throughout the day • Comfortable working at height. • Appropriate training will be provided for the above.