



## JOB DESCRIPTION – CARETAKER

### THE SCHOOL

Stormont School is an independent Prep school located in Potters Bar, Hertfordshire for girls aged 4-11 years. We pride ourselves on educating girls to excel to the best of their abilities, and to be happy, confident and ambitious!

With our small class sizes, we provide personalised attention ensuring every girl reaches her full potential. Our dedicated, specialist teachers are passionate about their subjects, inspiring a lifelong love of learning. Through a rich and varied curriculum, we encourage the girls to take learning risks across all lessons and to be confident in their answers.

Our wide range of facilities allows the girls to explore their interests and passions whether it be in STEM subjects, French, Humanities, ICT, Sports, or the Arts. These interests are further supported by our broad co-curriculum programme.

We are proud to provide outstanding pastoral care and fostering a place where the girls are happy and successful.

As one of the best private schools in Hertfordshire for primary education, we aim to recognise and reward every girl for her efforts as well as achievements.

### ST ALBANS EDUCATION GROUP

Since 2024 Stormont School been part of the St Albans Education Group

At St Albans Education Group we believe that excellent education is the bedrock of pupils' future success and happiness. Our schools lead the sector in providing progressive, outstanding education for our learners. As a charity, every surplus penny is reinvested in our schools and the outcomes of our pupils.

Our flagship school, St Albans High School, is one of the country's top independent girls' schools. Many Stormont girls progress to STAHS, benefiting from assessment-free entry when their academic profile fits its entry criteria. STAHS and Stormont share a wholehearted commitment to providing an exceptional and progressive education for girls. We deliver outstanding academic programmes designed specifically to prepare young women to leave school with the intellectual and personal self-confidence to pursue their ambitions without limitation. STAHS and Stormont girls benefit enormously from an education unconstrained by preconceived stereotypes and gender biases, so they are ready to overcome barriers and take on the world as confident young women.



## THE DEPARTMENT

The ultimate responsibility of the Maintenance Team is to ensure that the School buildings and grounds provide a safe and comfortable teaching and learning environment. Ensuring that repairs are promptly identified and carried out and that classrooms and performance space furniture and staging is correctly laid out (and reset when changes are required). A key part of the role is facilitating access for external contractors' maintenance work (when we do not carry this out ourselves) alongside escorting for testing and inspections carried out by our external contractors and suppliers.

## THE ROLE

The role of Caretaker requires a high degree of flexibility and can include multiple diverse activities from reactive maintenance, traffic management and portage to supporting fire evacuations and lockdowns and the unlocking and locking the building. Site security and Safeguarding is a critical part of the role and the postholder must be alert and attuned to any perceived physical threats to the building and the school community. Escorting visitors on site when required form a key part of this Safeguarding duty.

A background in key construction trades is highly desirable (plumbing, carpentry, decorating) so the post holder is able to carry out routine maintenance and refurbishment works alongside their core duties.

Being highly visible and interacting with a wide spectrum of individuals (teachers, parents, pupils, and contractors) the role requires an individual who is highly personable, presentable, service orientated and a strong communicator.

The current Caretaker reports to the Premises Manager at STAHS Senior School in St Albans. As the two roles are not co-located the Caretaker must possess a high degree of motivation, self-reliance, initiative and be able to rationally and calmly respond to unforeseen building failures and events on site. Overall responsibility for the Department is held by the Director of Estates (reporting to the Chief Operating Officer) based at STAEG Headquarters in St Albans.

The Estates Co-Ordinator based at STAHS Senior School will be key day to days contact and point of support for the Caretaker when making arrangements for contractor visits, inspections and training, meter readings etc.

As the single operational role on site, it is important the post holder is able to support and advise the Head Teacher with day-to-day operational and maintenance matters.

The role is based upon a 'split shift' system between 13.30hrs and 18.30hrs Monday to Friday. The earlier part of the day being managed by a 2<sup>nd</sup> Caretaker. A handover will take place prior the 2<sup>nd</sup> shift commencing where the Caretakers can communicate any urgent matters or where a brief period of two-handed working is required for a particular task.



Occasional weekend working will be required for which overtime will be paid. Later periods of locking up may also be required which similarly would attract overtime payments.

The Caretaking team at Stormont is part of the larger group of Caretakers who work at the Senior School and our other Prep School in Wheathampstead. This is an effective and mutually supportive team who work very effectively as a unit and represent the School well.

The start date for this position is 2<sup>nd</sup> March 2026.

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.

### **Key responsibilities and accountabilities**

- Maintain and monitor security of the premises, escalating any issues that cannot be managed locally to the Premises Manager
- Be visible and responsive within buildings, reporting/dealing with any routine issues which require attention. Escalate issues where necessary.
- Carry out minor maintenance works/repairs
- Have basic IT skills and be capable of utilising a basic reactive maintenance ticketing system
- Carry out monthly temperature checks of our water supply as part of our water hygiene regime
- Routine checks of fire doors, extinguishers, signage and emergency lighting
- Support fire evacuation and lockdown processes
- Be responsible when required for unlocking / locking buildings and the arming and de-arming of the intruder alarm (including being a point of contact for the remote alarm monitoring station)
- Be contactable, during non-core hours for emergencies and be able to attend to site if needed
- Ensure that access and security arrangements for lettings or any other out of core hour arrangements are properly managed and the site is open and secured before and after the event
- Read utility meters and report readings when requested
- Ensure the exterior grounds are tidy and litter free
- Work alongside the Premises Manager in ensuring the maintenance of the site is properly carried out and appropriate liaison is carried out for the escorting and access
- Monitor the results of planned maintenance and inspection to ensure issues are addressed, including initiating repairs and remedial works
- Assist with parental vehicle management during the drop off and pick up periods to minimise congestion and risk of collision or injury
- Ensure the heating and lighting of the premises are working within required parameters and are switched on/off as appropriate to weather conditions and planned usage.
- Carry out gritting and snow clearance when required
- Complete portage duties as required, including the moving of furniture and sports equipment



- Collect and deliver mail across the school
- Be able to assist across all sites within the school group by prior arrangement
- Undertake any other tasks which may be reasonably requested by the Premises Manager, Director of Estates or the Chief Operating Officer or senior members of the Senior Leadership Team
- The postholder must undergo paediatric first aid training and ensure this is refreshed and maintained
- Any other duties reasonably expected at any St Albans Education Group sites



### Person Specification

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• DIY skills, particularly any formal plumbing or joinery qualification or expertise, and the ability to carry out a wide range of minor repairs would be highly desirable</li><li>• Holds a full clean driving licence</li><li>• Experience of working within a school is desirable</li><li>• Knowledge of Health and Safety requirements to undertake this role</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Attains and maintains appropriate skills and professional knowledge/accreditations required for the role</li><li>• Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery</li><li>• Ability to Identify common problems or weaknesses in policy, procedure or protocol that affects service, and escalates these or puts in place solutions</li><li>• Ability to think through wider consequences of own actions when assessing multiple demands and completing priorities</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Warm, welcoming, and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the STAEG community.</li><li>• Responds effectively to emergencies or last-minute demands on time. Flexible, in approach when dealing with changing situation or priorities</li><li>• Team worker, appreciates contribution of colleagues</li><li>• Takes personal accountability and ownership for their work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard</li><li>• Willing to take on extra responsibility/use initiative to overcome obstacles and ensure timely delivery of service</li></ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li><li>• Contribute positively to the overall ethos, objectives and aims of the School</li></ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>• Support Health and Safety training initiatives and to actively participate in training</li><li>• Willingness and enthusiasm to undertake appropriate and necessary training to discharge the role</li></ul>
<b>Physical and Working Environment</b>	<ul style="list-style-type: none"><li>• Be physically capable and have an appropriate level of fitness to undertake a physical and at times strenuous role</li></ul>