

Job Title	Caretaker
Salary Scale/Grade	TBC
Responsible to	Caretaker Supervisor
Date of Job Description	March 2022

Purpose

To carry out caretaking, security, cleaning and maintenance tasks working in multi-skilled team managed by the caretaker supervisor.

Duties and Responsibilities:

- To ensure that all work undertaken is carried out in accordance with all College Health & Safety requirements.
- To carry out unlocking, locking and security checks, keeping keys and records of keys issued in accordance for the college safe working procedure.
- To move furniture, equipment and machinery including use of appropriate manual handling equipment.
- To move goods, equipment and furniture once unloaded from delivery companies.
- To set up classrooms, meetings and lecture spaces as and when requested.
- To assist the security warden if required, to ensure the security of the building and occupants.
- To carry out basic vehicle inspections, maintenance and cleaning.
- To support the caretaker supervisor in the day-to-day operations of the estate.
- To carry out repairs and decoration to an acceptable standard.
- Detect and report building defects to the caretaker supervisor and/or head of facilities.
- Take necessary and appropriate action in the event of bad weather or emergency, for example the clearing of snow or ice from grounds, dealing with floods, fire, and break-ins or vandalism.
- The routine testing and recording requirements of emergency lights, fire alarms, ladders and steps, working at height systems, water services, fire doors, emergency exits and any other compliance based checks.
- Administer first aid once appropriately qualified
- To undertake cleaning duties in accordance with recommended cleaning practices and risk assessments when required.
- To assist the cleaning supervisor when required due to sickness/holiday absences
- Ensure the college grounds and buildings are kept free of litter at all times.
- Contribute to the effective daily upkeep of the college buildings and grounds to order to provide a safe, healthy and pleasant working environment for staff and students.
- Ensure the cleanliness of gutters, drains and sediment bowls.
- Ensure the ground level windows are cleaned on a regular basis.
- To ensure all rubbish is removed from the building on a regular basis and appropriately secured in the bin store.
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- Take energy conservation measures such as closing windows and switching off lights and electrical and mechanical systems as appropriate.
- To assist with keys events including car parking, visitor tours etc.

Continuous Improvement.

- To supports, mentor and develops line reports.
- To engage in monthly caretaker meetings to ensure college standards are maintained and individual objectives are monitored, and any concerns reported to the Head of Facilities.
- To work as a members of the estates team to create an inspiring environment with an open communication culture.
- To encourage, support and engage with all members of the estates to ensure all goals set are achieved and exceeded.
- Support and encourage the caretakers to achieve required College standards and expectations.

Personal Development

- Participates in Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out (after appropriate training) the Talent Development Reviews for those staff who report to the post, to ensure their continuing staff development and support internal talent growth and development.
- Works with managers and employees to support the developing culture of the learning organisation and facilitate cultural change.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates to meet the demand of the business and create a multi-skilled team.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students.

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values.

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children.

Health & Safety

- To comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of others users of college premises who could be affected by your actions.

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.
- To undertake occasional out of hours working as required and such emergency work as may be necessary and call outs.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

JOB DESCRIPTION



PERSON SPECIFICATION

Job Title	Caretaker
Department	Estates and Facilities
Salary Scale/Grade	TBC

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> A good standard of basic education (Maths and English GCSE or equivalent) 	First Aid Qualification with AED add on module
Experience	<ul style="list-style-type: none"> Previous experience in a similar role within an Estates and Facilities Department 	
Skills, knowledge and competencies	<ul style="list-style-type: none"> Excellent organisation skills Capable of work in a busy environment Understanding of safeguarding and in the context of education Ability work within a team Ability to work on own initiative with minimum supervision Ability to meet targets and objectives within an agreed timescale 	
Personal characteristics	<ul style="list-style-type: none"> Pro-active, ambitious, and confident in their abilities but know their limitations. Professional approach to work and appearance Enthusiasm and confidence Commitment to excellence and quality Commitment to operating in a harmonious, safe, and secure environment A commitment to equality of opportunity and 	

	widening access to education to all.	
Other	<ul style="list-style-type: none"> • A commitment to equality of opportunity and widening access to education for all • This post is subject to an enhanced Disclosure and Barring Service check. • Full UK driving licence. 	

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.