

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Building Services Support Caretaker
Responsible To:	Estates Manager
Department:	Estates & Facilities
Salary Grade:	Grade C

JOB ROLE

To ensure the college is open and closed at agreed times together with providing a safe, secure, clean and comfortable environment in which staff and students can work.

Initiation of response procedure following out of hours alarm activation.

KEY DUTIES

No	Description of Duties
1	Liaise and communicate with staff and sections within the college, together with particular reference to work being carried out and equipment, tools and materials used
2	<p>Be responsible for equipment, tools and materials, and carry out work as directed by the Facilities Manager</p> <p>This includes assisting in:</p> <ul style="list-style-type: none"> a) Caretaking, security, cleaning and grounds maintenance on campus b) Security of premises and equipment c) The maintenance of heating plant and systems together with records of servicing of emergency equipment d) Carrying out regular inspection of sites to identify building defects and progress chase the repair of such e) Carrying out minor repairs to buildings, equipment, furniture and fittings f) Ensuring efficiency measure are taken as per instructions g) The receipt and porter age of goods or materials and relocation of portable furniture subject to maintenance of a safe system of work

	<p>h) Ensuring all necessary record systems are adequately maintained and available where required for inspection. This will include maintaining accurate records of work undertaken e.g. security incidents and vandalism</p> <p>i) Wearing corporate clothing and use specialist equipment as provided and required for example overalls, use of radios</p> <p>j) Receiving and giving specified training as required</p>
3	Assist other Building Services staff as directed by the Estates Manager and Director of Capital Projects, Estates and Facilities
4	Assist in the enrolment procedures and other administrative procedures as required, as is the case with all support staff
5	Undertake appropriate in-service training when required to do so
6	Ensure effective communication takes place with management, staff, students, customers and clients
7	Ensure a high level of confidentiality at all times

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Cadbury Sixth Form College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Building Services Support Caretaker

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	GCSE's, English, Maths		✓
1.2	GCSE IT		✓
2. Experience			
2.1	Worked in an Education environment		✓
2.2	Worked on shift system		✓
3. Skills/Abilities			
3.1	Evidence of good communication skills	✓	
3.2	Be able to work as part of a team	✓	
4. Qualities			
4.1	Willingness to work within a team to implement strategic policy	✓	
4.2	Genuine understanding of a commitment to Equal Opportunities in practice	✓	
4.3	Willingness to work flexibly	✓	
5. Other requirements			
5.1	Have or willingness to undertake Manual Handling Certificate	✓	
5.2	Have a valid driving license and access to a vehicle	✓	
5.3	Have or willingness to undertake First Aid training		✓