

# JOB DESCRIPTION

## JOB IDENTIFICATION

<b>Job Title:</b>	<b>Building Services Support Caretaker</b>
<b>Responsible To:</b>	<b>Estates Manager</b>
<b>Department:</b>	<b>Estates &amp; Facilities</b>
<b>Salary Grade:</b>	<b>Grade C</b>

## 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"> <li>a) Caretaking, security, cleaning and grounds maintenance on campus</li> <li>b) Security of premises and equipment</li> <li>c) The maintenance of heating plant and systems together with records of servicing of emergency equipment</li> <li>d) Carrying out regular inspection of sites to identify building defects and progress chase the repair of such</li> <li>e) Carrying out minor repairs to buildings, equipment, furniture and fittings</li> <li>f) Ensuring efficiency measure are taken as per instructions</li> <li>g) The receipt and porter age of goods or materials and relocation of portable furniture subject to maintenance of a safe system of work</li> </ul>

	<p>h) Ensuring all necessary record systems are adequately maintained and are 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>
<b>3</b>	Assist other Building Services staff as directed by the Estates Manager and Director of Capital Projects, Estates and Facilities
<b>4</b>	Assist in the enrolment procedures and other administrative procedures as required, as is the case with all support staff
<b>5</b>	Undertake appropriate in-service training when required to do so
<b>6</b>	Ensure effective communication takes place with management, staff, students, customers and clients
<b>7</b>	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 the 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
<b>1.</b>	<b>Qualifications</b>		
1.1	GCSE's, English, Maths		✓
1.2	GCSE IT		✓
<b>2.</b>	<b>Experience</b>		
2.1	Worked in an Education environment		✓
2.2	Worked on shift system		✓
<b>3.</b>	<b>Skills/Abilities</b>		
3.1	Evidence of good communication skills	✓	
3.2	Be able to work as part of a team	✓	
<b>4.</b>	<b>Qualities</b>		
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	✓	
<b>5.</b>	<b>Other requirements</b>		
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		✓