

Capel Manor College

Caretaker

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Caretaker
Scale	Business and Learning Support
Grade	Scale 4
Responsible to	Centre Manager
Location	Enfield
Contract	Full-time, Permanent

Key Responsibilities:

The key responsibility of the Caretaker is to maintain the security of the College's Site buildings and general premises whilst on duty and to be a registered key holder.

Responsibilities:

1. To ensure the recycling and general clearance of waste materials from offices, external bins and catering operations is undertaken on a daily basis and removed to on-site skips. Liaise with recycling and waste contractors for the removal of materials as appropriate.
2. To carry out general portorage and internal mail duties across the Capel Manor site. These duties to include the Terrace Restaurant and assistance in the delivery of catering to in-house meetings.
3. Undertake minor repairs/maintenance work required (responding to the facilities helpdesk) and advise if work may need additional external assistance. Upkeep and general care of the College – including decoration during non-teaching periods.
4. Regular checking of roofs and gutters for pooling, debris, plant growth etc. Regularly checking and cleaning of soffits, bargeboards. Routinely cleaning light diffusers (strip lights). The height limit is eleven feet. Check clocks are accurate and have battery power.
5. To provide an escort service to the Finance Department on a daily basis with transfer of money between buildings on site.
6. Ensure rooms/areas/spaces are cleared and prepared/set up in line with College needs (educational and events). On vacation building(s) to check and secure rooms, leaving chairs on tables in classrooms, closing windows and doors etc. and turning off lights.
7. Assist in regular inspections of College rooms and public areas and testing of College smoke/fire alarms, burglar alarms and emergency lighting systems to include maintaining records for weekly, monthly and six monthly for alarm and emergency lighting procedures for the principle College buildings on your site.
8. Assist and work with the College's other caretakers with arrangements for fire drills and evacuation procedures.
9. As required, liaise with external contractors in respect of College security and fire alarm systems to include ensuring regular maintenance checks are carried out and reporting any faults. This may involve attending out-of-hour's calls or working unsocial hours in the event of an emergency.
10. To carry out spot checks of water, gas and electricity metering presented by suppliers as required.
11. Monitor daily room use and bookings to ensure furniture levels and amenities are adequate for users and rooms are set up as required in response to staff requests.
12. Ensuring that external rubbish is stored appropriately, disinfect drains and dustbins regularly.

13. Monitor any unsafe working conditions within the College premises and alert the Director of Estates or your line manager as part of the College's Health and Safety practice.
14. To assist in the upkeep of Estates data using the College's computer systems including the use of the College's Microsoft email system and using Microsoft Office (Word and Excel). Training will be given in software use if required.
15. To assist in carrying out weekly checks on the footpaths and ensure that the external lighting is operating correctly. Make safe any hazards and ensure that the area is cordoned off
16. Carry out non-certified repairs as required for mechanical and electrical services.
17. Help co-ordinate college lockdown procedures in emergency situations. Responsible for lock or unlocking exit doors as instructed by the emergency coordinator.
18. To cover for any annual leave/sickness or other absence of the College's other caretakers and can include weekends.
19. To carry out any other reasonable duties of a comparable nature as required by your line manager

20. Health and Safety – Compliance

1. Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
2. Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security
3. Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register
4. Ensure all doors are in good working conditions with appropriate safety mechanisms
5. Ensure clear fire refuge areas are clear, safety equipment is in the correct place and monitored
6. Ensure that clear passage is maintained on fire escape routes
7. Monitoring utility usage and taking action to reduce expenditure where appropriate.
8. Act as H&S Officer in the absence of the Director of Estates and complete termly H&S checklist inspections
9. Report on H&S matters to Director of Estates

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Full valid driving licence.

Experience

- Caretaking experience to include setting alarms and opening and locking of premises
- Dealing with the public and/or clients/customers in a busy service environment
- Maintaining effective working systems and procedures

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- The ability to communicate effectively orally and in writing
- Ability to undertake general maintenance and repairs (including painting & decorating)
- Manual Handling Trained (or willingness to train)
- The ability to work effectively as part of a team, supporting others as required
- Basic electrical/ plumbing knowledge
- Valid First Aid Certificate (or willingness to train)
- Working knowledge of H&S at work
- Working knowledge of COSHH, asbestos and Legionella in a college environment

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required.