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| **S:\Business Support\HR\Human Resources New\MERGER PROJECTS\RHACC logo.jpg** | **JOB DESCRIPTION/** **PERSON SPECIFICATION** |

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| **POST** | Caretaker |
| **DEPARTMENT** | Facilities/Estates and Learner Services |
| **GRADE** | Scale 2 £16,804 - £18,721 |
| **REPORTS TO** | Caretaking Team Leader  |
| **DIRECT REPORTS** | None |

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|  **JOB PURPOSE** |

* To provide efficient and effective site care, premises maintenance and security services for the College estate, ensuring excellent customer service for all users of the site. To carry out duties with due regard to health and safety, COSHH and risk assessment policies.

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| **MAIN DUTIES AND RESPONSIBILITIES** |

* To ensure delivery of a high quality service in order to support the work of the College in meeting the needs of learners, staff, users of the site and other stakeholders e.g. room layout, furniture and equipment requirements.
* To receive deliveries and carry out movement of equipment and other college resources effectively and safely.
* To carry out the duty of maintaining security of the buildings throughout the day and when locked up at night.
* To carry out minor repairs and maintenance tasks as directed by the Caretaking Team Leader/Facilities Manager e.g. carpentry, simple electrics and/or plumbing as appropriate
* To carry out duties to ensure the cleanliness, safety and ease of access of facilities and public areas and complete task administration requirements as and when necessary.
* To act as fire marshal and support in co-ordinating fire evacuations both planned and unplanned
* To monitor and respond to requests logged on the Estates Help Desk system, and proactively ensure that stakeholder needs are met.
* To participate in a flexible 7 day a week rota.
* To provide an emergency response in the event of out of hours incidents as required
* To carry out health and safety checks as directed
* To contribute to the College on-going programme of maintenance and decoration
* To act as a qualified first aider for staff and learners.
* To assist the Caretaking Team leader in the completion of relevant administrative tasks.

**General Duties:**

* To commit to ongoing professional development by undertaking job related training
* To contribute to the planning and development of the service as a member of the team
* To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College’s Health & Safety Policies and Procedures are implemented
* To actively promote the College’s Equality & Diversity policy, encouraging staff awareness and participation in all areas
* To actively promote the College’s safeguarding policy and be aware of your responsibilities to report concerns
* To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

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| **PERSON SPECIFICATION** |

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

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|  | **ESSENTIAL** | **DESIRABLE** | **LIKELY TO BE ASSESSED BY:****I - Interview****AF - Application form****T - Task** |
| **KNOWLEDGE** |  |  |  |
| 1. A clear understanding of, and commitment to, health and safety principles, policies and procedures and how to apply them in practice.
 | ✓ |  | AF & I |
| 1. Commitment to Equality and Diversity, Safeguarding and Health and Safety
 | ✓ |  | I |
| **ABILITIES/SKILLS/EXPERIENCE** |  |  |  |
| 1. Ability to communicate with a diverse range of people including students, staff, contractors and other stakeholders.
 | ✓ |  | AF, I |
| 1. Experience of working effectively as a member of a team and with minimum supervision in order to meet deadlines and carry out tasks.
 | ✓ |  | AF, I |
| 1. Experience of working in a similar customer facing and/or site management environment.
 |  | ✓ | AF, I |
| 1. Ability to respond quickly and appropriately to solve problems as they arise
 | ✓ |  | AF, I & T |
| 1. Basic IT skills e.g. email
 | ✓ |  | T |
| 1. Experience and confidence in working on own initiative to solve customer complaints and issues.
 |  | ✓ | T, I |
| 1. Basic maintenance and decorating skills
 |  | ✓ |  |
| **QUALIFICATION** |  |  |  |
| 1. Qualified first aider or prepared to undertake a first aid qualification
 | ✓ |  | AF, I |