

Date issued...

JD category

Agreed by



<h2>Caretaker</h2>

Reporting to:	Head of Estates and Safety
Working Hours:	Full time (37.5 hours per week / all year round)
Salary:	Scale Point 17 – 22 (£22,533 to £26,342)
Annual Leave:	26 days per year

Job Purpose

The post-holder will play a lead role in maintaining the professional presentation of the college site and ensure that the site is ready for the varied demands of students, staff and visitors whilst also working to reduce the college’s carbon footprint. This role demands a blend of coordination and hands-on practical activity to work closely with the wider estates team and cross college colleagues.

Duties and Responsibilities of the Job

1. Cleaning & Waste Management

a. Support the Head of Estates and Safety to coordinate the activity of employed and contracted cleaning services to maximise efficiency and maintain clean and hygienic facilities at all times.
b. Act as the main point of contact for the college’s waste management contract to ensure timely collections and adherence to recycling procedures. In doing so, support the cleaning team to ensure that cross-site waste transportation is undertaken as part of daily tasks to reduce pest issues.
c. Ensure the adequate provision of appropriate bins across the college site.
d. Undertake cleaning tasks in response to site demands or staff absence.

2. Maintaining safe premises

a. Ensure compliance with COSHH regulations within cleaning and maintenance stores.
b. Undertake such tasks as are necessary to maintain sufficient, appropriate and clear signage relating to aspects of safety (for example; speed limits, location & directional signs, fire safety, hazard warning).
c. Act as a Fire Warden for the main college building and assist in fire safety system testing and inspection.
d. Conduct regular site checks and proactively address issues encountered (for example; trip hazards, broken fittings, unsafe building conditions). Ensure all issues that cannot be rectified are appropriately reported.

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e. Support the Student Services team to ensure that buildings are secured and appropriately protected at all times.
f. Assist the wider Estates team by ensuring that contractors are managed in line with college policy.
g. Work with other teams to quickly and safely cordon off risk areas on site; ensure clear follow on communication.

3. Site Presentation

a. Ensure that all deliveries are swiftly moved to correct department locations and provide general portering assistance across the college.
b. Check noticeboards to ensure that out of date information and damaged notices are removed.
c. Conduct daily checks and periodic audits to ensure that classrooms and communal areas are professionally presented and set up as per user demands. Utilise the Helpdesk system to act on staff set up requests.
d. Support the wider Estate and IT teams to carry out office moves for colleagues within agreed timescales.
e. Ensure that student lockers are clean and working; as part of this ensure that all lockers are emptied at year end with sufficient communication to students.
f. Support other college teams in setting up facilities for events. On occasions, work as part of a wider team to ensure the successful delivery of these events (for example; visitor parking, site tours).
g. Work closely with the Student Records and Exams teams to ensure that rooms are adequately set up for exams and assessments.

4. Building maintenance & efficiency

a. Undertake basic maintenance tasks such as the installation/removal of signage & dispensers, lighting replacements and door locks.
b. Control external lighting to achieve maximum efficiency without compromising safety.
c. Carry out guttering & drain inspections and undertake remedial work where possible.
d. Act in such a way to minimise electricity, water, gas and oil consumption. Carry out site checks to cut wasteful activity and challenge and influence the behaviour of others to adopt a mindful approach to utility usage. Where required, support colleagues to obtain meter readings and undertake investigative work.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our core values to ensure equality of opportunity and common purpose in delivering the college's strategic plan.

At Plumpton College we are:

1. Professional
2. Supportive
3. Enterprising
4. Passionate
5. Ambitious and progressive

Essential criteria for the post
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Full UK driving licence
Ability to safely and confidently carry out manual handling tasks
Able to competently undertake basic maintenance and installation tasks.
Minimum of Level 2 in English and mathematics
Confidence and ability in using machinery
Basic computer skills – ability to communicate by email
Awareness of COSHH regulations
Excellent attention to detail in respect to site presentation and cleaning standards
The ability to raise standards in others
Ability to work at height through the use of step ladders and platforms
Desirable Criteria for the post
Fork lift truck licence and or D1 Minibus licence
Experience of working in a similar role

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are 37.5hrs per week undertaken from 0730hrs to 1600hrs daily (Monday to Friday). Some flexibility is required from time to time in response to site demands and planned events. This is a permanent post.

Annual Leave

This role attracts 26 days annual leave per year this is taken in consultation with the line manager. Annual leave may be taken across the year and is not limited to holiday periods. In addition, up to 8 bank holidays and up to 5 efficiency days are awarded when the college closes at Christmas.

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

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If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.