

Job description

Caretaker

Hours

37.5 per week (11am until 7pm but can be discussed at interview)

Contract

Permanent

Role profile and grade

FS30A

Salary

Grade 2 £30,912

Location

Bridge College

Job purpose

To be responsible for the day-to-day care and maintenance of the Bridge College buildings and the surrounding areas and to assist in the implementation of security and health and safety procedures within these establishments.

To work collaboratively with the Operations Coordinator and the Trust Facilities & Health & Safety Managers and any other facilities staff on site to secure the safety of pupils, staff and visitors on the campus.

Nature of the Post

The post-holder will be based at Bridge College in Openshaw and have responsibility for the day-to-day care and maintenance of Bridge College buildings and the surrounding areas.

Bridge College is a non-residential specialist further education college for students with learning difficulties and disabilities, communication disorders, autism spectrum conditions and associated medical conditions.

The college is a purpose-built site with many state-of-the-art specialist facilities including a hydro pool, sensory rooms, a greenhouse and a small fleet of vehicles.

The main duties will be carried out whilst working 37.5 hours per week, Monday to Friday, as allocated by the Operations Coordinator. The post holder will be required to work full time and flexibility, including changes of shift patterns as determined by the maintenance schedules.

The post-holder will, when required, be expected to attend staff meetings, supervision, training and termly performance development reviews.

The College Headteacher and Operations Coordinator guide the work of the Caretaker, but the post holder will be expected to work independently and use their own initiative. The post holder will work under the direction of the Operations Coordinator of the college and the Trust Facilities Manager to support the appointment and management of external contractors/ specialist craftsmen as required.

All staff are expected to work in a flexible way and tasks that have not been covered in the job description may have to be undertaken.

As part of the Bridge College staff team, the post holder will be expected to participate in the life of the college and support the ethos of the Trust and the college. In respect of the general responsibilities as an employee of the college, the post holder will be required to:

- Promote a positive image of the college and Trust at all times.
- Be aware of and follow the relevant policies, procedures and legislation, in particular Health and Safety.
- Co-operate with all Together Trust staff in maintaining harmonious interpersonal relations.
- Perform any duties as may reasonably be required by the Trust, or as requested by the post holder's line manager and other senior managers.

You will also embrace and champion the core values of the Together Trust, which are:

Positive - We take pride in celebrating the difference we make.
Professional - We act in a fair and respectable way that recognises our collective expertise.

Passionate - We encourage creative ideas and inspire one another.
Supportive - We are considerate and caring towards one another.

Key responsibilities

- To report to the Operations Coordinator of the college on an agreed weekly basis to discuss issues and to review recent work and plan work programme for the week.
- To ensure that the college is opened and closed as required. This will include
 - Checking and securing all buildings at the end of the day including windows and liaising with contract cleaners where appropriate.
 - Ensuring that adequate arrangements are in place for the opening of all buildings before the beginning of the day and checking that lighting, heating and water supplies are satisfactory.
- To move and arrange furniture and fittings as required.
- To undertake routine maintenance, repairs and decorative work.
- To complete daily checks to ensure cleanliness, safety and security of the premises. Taking appropriate action to deal with any issues, including liaising with key staff and the contract cleaning supervisor.
- To receive deliveries as required and distribute them to their proper locations.
- To perform necessary administrative tasks as occasioned by the above duties (e.g. passing on delivery notes, time sheets, receipts, etc.).
- To act as key holder for the buildings, attending the site as required by senior staff and/or the security service and liaising with the Security Company and Central Office staff as necessary.

Health & Safety

- To support the Headteacher and Operations Coordinator in securing a safe environment for staff and visitors by following the Trust's Health and Safety procedure including conducting H&S checks e.g.
 - to assist in monitoring the environment for potential hazards
 - to regularly check fire bells/alarms
 - to participate in the running of regular fire drills
 - to report faults in equipment and/or problems with procedures
 - to regularly check locks and security alarms
 - to ensure PAT testing and other electrical checks are undertaken.

- To check and perform minor routine maintenance on the establishments' vehicles in partnership with the Trust's fleet administrator and to perform driving duties as requested, e.g.:
 - visual external and internal checks for roadworthiness and cleanliness (internal)
 - checks on fuel/oil/tyres/lights/wipers.
 - check general condition and clean vehicles.

Maintenance

- To ensure that the buildings, playgrounds and external environment are maintained to a high standard and are safe.
- To undertake general maintenance work, examples include but are not limited to windows, window frames, doors, casing, skirting, locks, door closures, general joinery, plumbing, tiling, decorating etc.
- To deal with minor incidents/breakages and repair accordingly, including securing of broken windows and arranging for replacements.
- To change locks/have keys cut as required.
- To make secure any broken windows as soon as practicable and arrange for re-glazing to take place.

Hours of work

- Hours per week – 37.5 over 5 days.
- The performance of the above duties may occasionally require the working of some anti-social hours during evenings and at weekends.
- There will be some flexibility to accrue time off in lieu.

Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training		Educated to secondary school level Building Trades qualifications

		Certified training on H&S legislation eg COSHH, Manual Handling
Experience and skills	<p>General maintenance/ handyperson/ caretaker</p> <p>Experience of undertaking a range of practical tasks within a building including minor repairs, joinery, painting and decorating</p> <p>Experience of securing premises including the operating of security systems</p>	Experience in the construction industry
Knowledge and understanding	<p>Experience working knowledge of building regulation and facilities management</p> <p>Extensive knowledge of plumbing, electrical work, joinery & decorating - good DIY skills</p> <p>Knowledge of COSHH regulations</p>	Knowledge of safe working practices and main elements of H&S legislation
Other	<p>Full clean driving licence</p> <p>Reliable and good timekeeper</p>	

	<p>Good communication skills with adults & young people</p> <p>Ability to prioritise, work to deadlines and use own initiative</p> <p>Ability to work as a member of the school team</p> <p>Physical fit to be able to work in practical and physical role</p> <p>Ability to work flexibly to meet the needs of the Trust including some evening and weekend work with time off in lieu</p> <p>Available to act as key holder and attend emergency call outs</p>	
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.