

Post Title: Estates Caretaker (Hadlow)

Hours of Work: 42.5 hours per week / 52 weeks per annum

Place of Work: The role is based at the Hadlow Campus, but the nature of the work may require travel to other College sites as required to support colleagues or cover for absences.

Salary: £28,357.84 (£24,688 (37Hrs/Wk))

Accountable to: Estates Manager (West) and or the Assistant Estates Manager (West)

Summary:

A member of the Estates Team, the role supports the work of the Team in providing a safe, supportive, welcoming environment which promotes effective teaching and learning and complies with legislative requirements, including the Care Standards. The post holder is expected to ensure their work is completed in a timely manner and recorded on the Estates Helpdesk.

Specific Responsibilities

- Routine checks of safety-related equipment such as Fire Doors, Fire Extinguishers;
- Conducting termly Safety Tours of communal areas of the buildings and external areas;
- Routine, planned basic maintenance checks, such as Fire Alarm and Emergency Lighting Checks, utility meter readings;
- Day to day monitoring of buildings and facilities for general cleanliness and significant hazards or defects, carrying out corrective actions where these fall within the scope of the role;
- Reporting defects or hazards to the Estates Manager (W) where immediate corrective action cannot be taken;
- Monitoring the Estates Helpdesk, picking up, completing and signing off jobs assigned to the post holder;
- Assisting the Estates Technicians with keeping the Estate and facilities in good order;
- Porterage duties as necessary including driving, furniture removal, events and exam set-ups, preparation of meeting rooms and teaching spaces as required;
- Helping with the safe transport of items between sites when required;
- Opening and locking of buildings;
- Helping to ensure safe access & egress to College sites and buildings;
- Working shifts as required, to cover early, day and late shifts as per the college rota.
- Participating in the out of hours emergency call out arrangements;
- Participating in the College's Emergency Arrangements;
- Assist by personal example, in raising the profile of Health & Safety within the College and making recommendations to the Estates Manager (W) where improvements could be made;
- Supervising deliveries, receiving goods;
- Undertake basic cleaning duties and collection of litter where necessary;
- Monthly valeting and driver-level maintenance checks of College vehicles;
- Supporting other staff with managing adverse student behaviour where necessary for reasons of safety;
- Undertaking any other reasonable duties as directed by management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a 'can do' attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
(1) Qualifications:			
Current full UK Category B driving licence, with access to a vehicle during working hours.	√		Application
Have a building craft, or Health and Safety background/qualifications.		√	Application
First Aid at Work Certificate		√	Application
Current full SIA License, or willingness to obtain on joining	√		Application
(2) Knowledge to include			
Be conversant with good Health and Safety practice, relevant to the role.	√		Application / Interview
Broad knowledge of building and facilities care and maintenance.	√		Application / Interview
Basic operational understanding of modern Mechanical, Electrical and Building Management Systems		√	Application / Interview
(3) Experience to include			
Working in a similar role.		√	Application/ Interview
Supporting building and facilities maintenance practices.	√		Application/ Interview
Building and maintaining good inter-departmental working relationships.	√		Application/ Interview
(4) Skills and Attributes to include:			
Proactive, flexible approach with the ability to work on own initiative and as part of a team.	√		Application / Interview
Confident and friendly manner	√		Application/ Interview
Good interpersonal skills and ability to communicate effectively with a wide range of people including staff, students, visitors and contractors.	√		Application/ Interview
Willingness to undertake some offsite travel.	√		Application/ Interview
Personal fitness associated with an active and physical role.	√		Application/ Interview

General

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College Code of Conduct, Disclosure and Barring Service and Health & Safety Policy and procedures, which can be located on the College intranet system or via the People Department.

Sign: _____ **Print:** _____

Date: _____