

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

CARETAKER

OVERVIEW OF THE ROLE

The role of caretaker is important in enhancing the quality of the College's responsiveness in meeting the needs of staff, supported people and learners, as well as in achieving our corporate targets and quality standards. It is a key role in excellent customer service, which includes the quality of the environment in which we all spend time and is crucial to our continued success.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week and month.

Good people skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a demanding post playing a key part in the continuing success of our customer service through the facilities team of the College.

The successful applicant will be an enthusiastic individual who is customer service focused, has understanding of the health and safety standards in which we operate and values the opportunities available through team working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and implement them to the best advantage for our learners and staff. They will have an outgoing personality and will possess the ability to work with people at all levels with a positive "can do", "will do" approach, together with the essential ability to work with, and motivate others.

Closing date for receipt of applications:

Interviews will be held:

Pat Carrington MBA
Executive Principal of City College Peterborough
Date: 14th January 2020

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

JOB DESCRIPTION

PCC Division: People and Communities
SECTION: City College Peterborough
DEPARTMENT: Facilities
Job Title: Caretaker
Post No:
Grade: NJC Scale 4: Points 3 - 5: £18,562 – £19,312
A shift allowance is paid in addition to the salary
Number of Hours: 37 hours per week, 52-weeks per year, shift system
Responsible to: Facilities Manager
Responsible for: N/A

JOB PURPOSE

To provide the full range of caretaking services, to meet the health and safety, maintenance and hygiene quality standards required at City College Peterborough (CCP) and its associated buildings in accordance with hours of business.

MAIN DUTIES & RESPONSIBILITIES

1. Security

Carry out full security procedures including opening and closing for routine and non-routine users, including monitoring of security equipment and systems, including for multiple sites and associated travel.

2. Health and Safety

Assist in ensuring health and safety standards are maintained including assisting in routine checks and inspections, maintaining a good general understanding of regulations, responsibilities and reporting requirements.
Carry out regular tests to fire alarm and shut down procedures.

3. Heating of Building and Hot Water Systems

Operate heating plant so that the required temperatures are maintained, and an adequate supply of hot water is available.
Carry out frost protection procedures. Monitor energy conservation.

4. Maintenance of Building and Equipment

Carry out routine procedures and inspection of ancillary equipment e.g. pumps, batteries, window blinds, locks etc. Ensure that caretaking and cleaning equipment is in safe and proper working condition.

Carry out routine monitoring and inspection of all buildings and grounds and carry out first line repairs and maintenance including but not limited to filling cracks, painting and decorating, adjusting doors, clearing gutters, repairing flooring, furniture and

equipment, assisting in skilled work where required, and any other task which is not reasonably beyond the scope of an unskilled handyman. Referring to the facilities manager where skilled or contract work is potentially required.

Directing workmen and contractors to the sites of repair and maintenance and inspecting the work of contractors where there is a requirement to sign a satisfaction note.

5. Outside Duties

To make sure that the grounds of our buildings are free from litter and accumulation of dirt or rubbish etc including weeds where appropriate. Emptying of litter baskets / bins, disposal of all refuse, cleaning dustbin areas and maintaining surrounds including plants and shrubs and grass cutting.

6. General Caretaking Tasks

- a. Preparing the College, and associated buildings for courses and other activities: cleaning and (where applicable) clearing up after these activities.
- b. Moving, laying out and stacking chairs, tables, desks etc within the College, or other associated buildings in accordance with specifications on the room booking system.
- c. Care and security of classroom equipment such as ICT equipment, media equipment, etc. and moving them into/out of rooms as required.
- d. Taking delivery of, moving and storing stores and other goods, (including cleaning materials where appropriate).
- e. Making out work records and other building paperwork as required.
- f. Replenishment of soap, toilet tissue and paper towels in toilets and cups at water dispensers.
- g. Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- h. Ensuring that CCP and associated premises and furnishings are cleaned in accordance with the appropriate standards and methods. This will involve caretakers undertaking cleaning activities as appropriate. Drawing the attention of the Facilities Manager to any problems relating to cleaning and of the Campus and associated buildings, its grounds/environment.
- i. Ensuring that those areas of the environment, within the scope of the caretaker's duties, conform to the Safety at Work Act 1974, and the Fire Regulations.
- j. Working shifts to provide caretaking duties to the College, or other associated buildings for the hours they are open, including evenings and weekends as required.
- k. Carrying out duties so as to maintain a positive and highest quality working and learning atmosphere and team spirit. This will include covering for colleagues when appropriate. Monitoring the work of cleaning staff ensuring their cleaning is carried out to the highest standard.
- l. Carrying out the reasonable instructions of the Facilities Manager.
- m. Provide appropriate support to the Site Officers.
- n. Maintaining excellent timekeeping.
- o. Participate in maintaining the Investors in People Standard

7. Emergencies

- a. To be on the caretaker emergency call out rota.
- b. Provide access to the building and its utilities in the event of an emergency, at the request of the proper authorities.
- c. Assist with evacuation procedure when activated.

8. Other Duties

Reasonable weekend duties will be required when CCP or associated buildings are open for business. Payment will be made at time and a half for work undertaken on a Saturday and double time for work undertaken on a Sunday.

9. Cleaning Duties

Cleaning duties are expected of all caretakers in the absence of, and at times to supplement the duties of contracted cleaning staff and will be carried out to the required standard including but not limited to window cleaning (interior and exterior), toilets, external access points, incidences of vandalism, accidents and other areas of necessary upkeep.

GENERAL DUTIES

1. To ensure that the Service/College's with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Service/Executive Principal.

VARIATION CLAUSE

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Description prepared by: Graham Jones Date: 14th January 2020
VP Finance & Shared Services

Description authorised by: Pat Carrington MBA
Executive Principal of City College Peterborough

Date: 14th January 2020

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CITY COLLEGE PETERBOROUGH
PERSON SPECIFICATION**

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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Security needs within a college setting • Health & Safety at work • General caretaking role 	Knowledge and understanding of: <ul style="list-style-type: none"> • Fire Regulations • COSHH
SKILLS & ABILITIES	Proven skills and abilities in: <ul style="list-style-type: none"> • Communicating information both verbally and written • Ability to carry out general, routine maintenance, repairs, tasks and inspection of buildings and equipment • Work as part of a team 	
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience in: Cleaning duties 	Experience of: <ul style="list-style-type: none"> • Heating and hot water systems • Ordering, receiving and storing of goods
QUALIFICATIONS	Basic literacy and numeracy	
EQUALITY AND DIVERSITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities 	

SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Proven record in the understanding and practice of effective customer service • Ability to welcome and relate to the public in daily routine about the College 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Full driving license and access to a vehicle • Able to drive up to a Transit van size vehicle for business purposes • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the proper performance of duties • Ability to respond to emergency situations/callouts • Flexibility to work evenings/weekends (unsociable hours) as required 	