

**PETERBOROUGH ADULT LEARNING SERVICE
CITY COLLEGE PETERBOROUGH**

HANDYMAN/CARETAKER/SITE OFFICER

OVERVIEW OF THE ROLE

The role is viewed as being key in supporting and enhancing the Service and College's responsiveness to achieving our corporate targets and quality standards.

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

Attention to detail and customer service is crucial to our success therefore, strong interpersonal 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 for adult learning.

ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is a demanding and challenging post playing a key part in the continuing success, development and expansion of adult learning.

The successful applicant will be a dynamic individual who is service and customer focused: who has an understanding of the need for providing an effective and efficient service to our staff, tutors and learners; in providing a clean, friendly and healthy environment in which we operate. Our colleague will be committed, clear-sighted, able to meet challenges head-on, with the ability to identify improved ways of working and to develop these opportunities. He or she will have a friendly and outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do", "will do" approach, together with the ability to work with, and motivate others is essential.

Closing date for receipt of applications:

Interviews will be held:

Pat Carrington - MBE, MBA, FCFI
Assistant Director Skills and Employment / Principal
Cambridgeshire County Council & Peterborough City Council / City College Peterborough

Date: 5th February 2018

Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH

JOB DESCRIPTION

LEA DIVISION: Partnerships and Community Team (PACT)
SECTION: Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)
DEPARTMENT: Facilities Services
Job Title: Handyman/Caretaker/Site Officer
Post No:
Grade: NJC Scale 6: Points 7 - 12: £20,092 - £22,183
A shift allowance is paid in addition to the salary
Responsible to: Facilities Manager
Responsible for: N/A

JOB PURPOSE

To provide the full range of Handyman/Caretaking/Site Officer services required for the Peterborough Adult Learning Service, principally at the City College Peterborough (CCP), John Mansfield Campus (JMC) and at our other designated centre's.

MAIN DUTIES & RESPONSIBILITIES

- 1 Security**
Carry out the security procedures including opening and closing for routine and non-routine users. To be on a call our rota for out of hour's emergencies. To be a key holder.
- 2. 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. Take weekly temperature readings from central heating and stored water systems. Train new caretakers in plant room operating procedures.
- 3. Maintenance of Building and Equipment**
Carry out routine procedures and inspection of ancillary equipment eg pumps, batteries, window blinds etc. Ensure that handyman, caretaking and cleaning equipment is in safe and proper working condition.
Carry out basic repairs, encompassing an element of, carpentry, plumbing, glazing, tiling, painting, minor electrical works, which are not beyond the scope of a handyman.

Directing specialist 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. In the absence of the Facilities Manager, place work orders for any centre requiring routine/none routine works. Monitor and sign off works and maintain the work schedule register.

4. Outside Duties

To make sure that the grounds of our Centre's are free from litter and accumulation of dirt or rubbish etc. Emptying of litter baskets or bins, disposal of all rubbish, cleaning dustbin areas. Periodically clean out guttering and flat roof areas removing seasonal waste build up. Mowing a small lawn and general maintenance of small garden.

4. General Handyman/Caretaking/Site Officer Tasks

- a. To monitor and raise/delegate jobs to others utilizing the on line helpdesk system.
- b. To train, support and supervise new caretakers in best practice through in house induction.
- c. To monitor and issue work to caretakers in the absence of the Facilities Manager
- d. To monitor contract cleaners daily work routine and highlight areas requiring additional support
- e. To monitor consumable stock levels and order items within the budget limit
- f. To be an integral part of the planning phase for small works projects, to attend meetings and offer advice.
- g. Basic carpentry to doors, windows and fixtures and fittings including hinge and lock installation.
- h. Basic plumbing repairs to toilets, showers, sinks, drains and ancillary pipe work.
- i. Minor electrical repairs work to replace sockets, switches and light fixtures and fittings. PAT Testing all College equipment annually.
- j. General small works, including an element of painting, varnishing, tiling, glazing and the fitting/refitting of fixtures.
- k. Preparing the College, and JMC for courses and other activities: cleaning and (where applicable) cleaning up after these activities.
- l. Moving, laying out and stacking chairs, tables, desks etc within the College, or JMC or other centres upon request.
- m. Care and security of classroom equipment such as ICT equipment, projectors, CD/tape recorders etc and moving them into/out of rooms as required.
- n. Taking delivery of, moving and storing stores and other goods, (including cleaning materials where appropriate).
- o. Making out work records and other paperwork as required.
- p. Replenishment of soap, toilet tissue and paper towels.
- q. Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- r. Ensuring that CCP, or JMC premises and furnishings are cleaned in accordance with the appropriate standards and methods. This will involve handyman/caretaker undertaking cleaning activities. Drawing to the attention of the Facilities Manager any problems relating to cleaning and the Centre grounds/environment.
- s. Cleaning in the absence of cleaning staff.
- t. Ensuring that those areas of the school environment, within the scope of the caretaker's duties, conform to the Safety at Work Act 1974, and the Fire Regulations.

- u. Working shifts to provide handyman/caretaking duties to the College, or JMC for the hours it is open, including evenings and weekends as required.
- v. Placing orders for stock items in the absence of the FM.
- w. Carrying out duties so as to maintain a good working 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.
- x. Carrying out the reasonable instructions of the Facilities Manager within the terms of the handyman/caretaker/Site Officer job description.
- y. Maintaining excellent timekeeping.
- z. Participate in maintaining the Investors in People Standard

6. Emergencies

- a) To be on the handyman/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.

7. Other Duties

- a. To provide the above services for all College/Centre bookings
- b. Weekend duties will be required when CCP, or JMC or other designated centres are open for business. TOIL will be made at time and a half for work undertaken on a Saturday and double time for work undertaken on a Sunday.

8. Cleaning Duties

Cleaning duties are expected of all handyman/caretakers and will be carried out to the required standard including window cleaning (interior and exterior).

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/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/College 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 Organization's other sections or departments.

Description prepared by: Phil Brown Date: 5th February 2018
Facilities Manager

Description authorized by: Pat Carrington - MBE, MBA, FCMI
Assistant Director Skills and Employment / Principal
Cambridgeshire County Council & Peterborough City
Council / City College Peterborough

Date: 5th February 2018

**Peterborough Adult Learning Service
CITY COLLEGE PETERBOROUGH**

PERSON SPECIFICATION

PCC Division: Peterborough Adult Learning Service (PALS)/City College
Peterborough(CCP)

CCP Department: Environment

Job Title: Handyman/Caretaker/Site Officer

Post No:

Grade: NJC Scale 6: Points 7 - 12: £20,092 - £22,183
A shift allowance is paid in addition to the salary

Responsible for: N/A

Completed by: Phil Brown

Date: 5th February 2018

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
|-------------------------------|---|---|
| KNOWLEDGE | Proven knowledge of: <ul style="list-style-type: none"> • Security needs within a college setting • Safety at work • General handyman/caretaking/Site Officer role • Safe operating procedures and use of power/manual tools • Ladder procedures • Basic all round handyman skills | Knowledge and understanding of: <ul style="list-style-type: none"> • Safety at Work Act • Fire Regulations • COSHH |
| SKILLS & ABILITIES | Proven skills and abilities in: <ul style="list-style-type: none"> • Ability to supervise contractors works and induct and support new caretakers with on the job training. • Ability to raise, monitor and issue jobs utilizing database/helpdesk system • Communicating information both verbally and written • Ability to carry out general, routine maintenance repairs and inspection of buildings and equipment • To place orders for stocks • Work as part of a team | Previous experience within a similar role |

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|-------------------------------|---|---|
| EXPERIENCE | Proven experience in: <ul style="list-style-type: none"> • Carpentry, plumbing, minor electrical works, tiling, painting • Caretaking/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 | Formal construction trade qualification <ul style="list-style-type: none"> • PAT Testing • Working at height • NICEIC Certification • Building trade competence certification (Any) |
| EQUALITY AND DIVERSITY | Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities | |
| SAFEGUARDING | Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults | |
| CUSTOMER CARE | Proven record in: The understanding and practice of effective customer care | |
| PERSONAL CIRCUMSTANCES | <ul style="list-style-type: none"> • Full driving license and access to a vehicle • 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 | |

