

# Capel Manor College

## Caretaker

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Caretaker
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 3
<b>Responsible to</b>	Centre Manager
<b>Location</b>	Crystal Palace with some travel required to Mottingham
<b>Contract</b>	Full-time, Fixed Term

### Key Responsibilities:

The key responsibility of the Caretaker is to maintain the security of the College's Site buildings and general premises whilst on duty and to be a registered key holder.

### Responsibilities:

1. To ensure the recycling and general clearance of waste materials from offices, external bins and catering operations is undertaken on a daily basis and removed to on-site skips. Liaise with recycling and waste contractors for the removal of materials as appropriate.
2. To carry out general portage and internal mail duties across the Capel Manor site. These duties to include the Terrace Restaurant and assistance in the delivery of catering to in-house meetings.
3. Undertake minor repairs/maintenance work required by Centre Manager (responding to the facilities helpdesk), and advise if work may need additional external assistance.
4. To provide an escort service to the Finance Department on a daily basis with transfer of money between buildings on site.
5. To undertake deliveries to other Centres, if required. To drive students on the minibus as requested from /to Centres or designated pick up/drop off points during the shift. Undertake the necessary vehicle checks as instructed by the Logistics Manager.
6. Ensure rooms/areas/spaces are cleared and prepared/set up in line with College needs (educational and events). On vacation of building(s) to check and secure rooms, leaving chairs on tables in classrooms, closing windows and doors etc. and turning off lights. Undertake the replenishing of amenities e.g. toilet rolls, auto towel and hand towel rolls in areas/facilities as appropriate.
7. Assist in regular inspections of College rooms and public areas and testing of College smoke/fire alarms, burglar alarms and emergency lighting systems to include maintaining records for weekly, monthly and six monthly for alarm and emergency lighting procedures for the principle College buildings on the Enfield site.
8. Assist the Centre Manager and working with the College's other caretakers with arrangements for fire drills and evacuation procedures.
9. As required by the Centre Manager, liaise with external contractors in respect of College security and fire alarm systems to include ensuring regular maintenance checks are carried out and reporting any faults. This may involve attending out-of-hour's calls or working unsocial hours in the event of an emergency.
10. To carry out spot checks of water, gas and electricity metering presented by suppliers as required by the Centre Manager.
11. To assist in the administration of the Janitorial/Cleaning budget delegated by the Centre Manager.

12. Assist the Centre Manager over weekly/monthly cleaning/maintenance schedules and assist with preparing rooms for heavy cleaning work including the removal of furniture.
13. Monitor daily room use and bookings to ensure furniture levels and amenities are adequate for users and rooms are set up as required in response to staff requests, this will include monitoring both public and staff toilets.
14. Monitor any unsafe working conditions within the College premises and alert the Centre Manager as part of the College's Health and Safety practice.
15. To assist the Centre Manager in the upkeep of Estates data using the College's computer systems including the use of the College's Microsoft email system and using Microsoft Office (Word and Excel). Training will be given in software use if required.
16. To cover for any annual leave/sickness or other absence of the College's other caretakers and can include weekends.
17. To carry out any other reasonable duties of a comparable nature as required by the Centre Manager.

### **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Full valid driving licence with D1 Class

### **Experience**

- Caretaking experience to include setting alarms and opening and locking of premises
- Dealing with the public and/or clients/customers in a busy service environment
- Maintaining effective working systems and procedures

### **Skills, Abilities and Knowledge**

- The ability to develop positive working relationships with individuals at all levels
- The ability to communicate effectively orally and in writing
- Ability to undertake general maintenance and repairs (including painting & decorating)
- Manual Handling Trained (or willingness to train)
- The ability to work effectively as part of a team, supporting others as required
- Basic electrical/ plumbing knowledge
- Valid First Aid Certificate (or willingness to train)

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience

- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required