



**Post 1: Resident Caretaker**

**Post 2: Caretaker**

**Salary: circa £19,500 (including enhancements)**

**Working pattern:**

**Monday to Friday (37 hours per week – rotating early and late shifts) and**

**Weekend rota – 6 days over weekends within a 10 week rota**

Northern College has been graded outstanding in all areas by Ofsted and we are looking for staff to join the college who can contribute to our continued success. Northern College offers a wide range of adult learning provision including; literacy, numeracy and return to study courses, enrichment activities, an Access to Higher Education Diploma, Higher Education courses and a varied programme of Trade Union Studies. Set in beautiful parklands and with excellent facilities, Northern College for Residential Adult Education has a powerful reputation for the quality of its services.

Post 1: As the Resident Caretaker you will live as a full-time resident on the college campus in the coach house flat, a 3 bedroomed property which will be provided at a subsidised cost. A key aspect of this role will be maintaining the security of the college campus as resident key holder and to ensure that all learners, staff and visitors are safeguarded, particularly during periods when the college management team are off site. You will act as first responder to emergencies during periods of college closure and undertake general caretaking duties across the campus.

Post 1 and Post 2: Both positions will involve general caretaking duties across the campus and porter duties such as moving deliveries, stock and furniture as required. You will have a flexible and professional approach to work; a commitment to customer service; and the ability to work as part of a team as well as on your own initiative. You will have experience of working in a caretaking or maintenance role preferably in an educational environment and ideally you will have a maintenance or trade qualification along with a current First Aid at Work qualification.

The benefits of working for the College include: access to the Local Government pension scheme, free on-site parking, family friendly policies and opportunities for professional development. To find out more information about the College, view the job description and person specification and to download an application form please visit the careers page at [www.northern.ac.uk](http://www.northern.ac.uk). For any queries about these vacancies please contact the HR department on 01226 776000.

**Application forms must be submitted by 5pm on Thursday 14 December 2017.**

**Interviews will be held on Wednesday 20 December 2017**

Resident Caretaker: the successful candidate will be required to complete an enhanced Disclosure and Barring Service (DBS) check and to complete a Disqualification Declaration Form as part of the Recruitment process.

The Northern College is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. We are an equal opportunities employer, applications are particularly welcome from disabled, black and minority ethnic groups as they are currently under represented within our staff group. Northern College promotes the welfare of all students and is fully committed to safeguarding and to fulfilling its obligations under the Prevent duty. The college expects all staff to share these commitments. Registered Charity Number 507245



# THE NORTHERN COLLEGE

## RESIDENT CARETAKER

### JOB DESCRIPTION

#### Summary of Responsibilities

As the college's Resident Caretaker you will live as a full time resident on the college campus and be responsible to the Principal under the line management of the Health, Safety and Premises Manager. To provide back up support in the event of emergencies at night and out of normal working hours as and when required. To ensure the safety and security of the college's campus and the welfare of resident students and visitors at all times.

#### Main Duties:

1. Maintaining the physical security of all college premises/building contents and the safety of night time residents by ensuring as resident key holder/emergency first responder that the correct procedures are followed for:
  - locking-up at night of closed facilities;
  - the operation of the fire and intruder detection system;
  - the personal distress assistance call alarm system.
2. Ensuring the security and safety of the campus, at times when college management are off the premises. This will include taking immediate action to secure the welfare of learners, staff and visitors, to safeguard them as well as college property, notifying the on-call duty manager and/or the emergency services in line with college policy.
3. Ensuring an appropriate hand-over of all relevant information to/from the night duty security person with a situation report of the current status of the campus and that all relevant information is recorded in the daily security log.
4. To provide assistance on an occasional basis and according to shift, with evening/weekend reception duties and other duties arising from use of the premises.
5. Checking the satisfactory operation of heating boilers and plant rooms, fire and intruder alarm systems including:
  - reactivating boiler after lockouts and resetting alarm systems and any electrical circuit breakers on distribution boards.
  - reporting faults to the appropriate manager or emergency service engineers when out of hours.
6. To assist as required with day-to-day premises emergency fault rectification work involving basic joinery, plumbing work as directed by the Health, Safety and Premises Manager.
7. Replacing light bulbs, tubes and starters, checking on correct operation of lighting, ensuring adequate lighting is switched on in corridors and circulation areas. Turning off unwanted lights in unoccupied rooms and any other electrical equipment left on, if not in use.
8. Carrying out cleaning duties, such as the emptying of litterbins, cleaning external steps, paving, ramps and general external access routes. Cleaning internal areas as required including: checking on toilet facilities and cleaning them as and when required during evenings and weekends.
9. To assist with winter gritting of paths and vehicular routes on the campus in accordance with College procedures.
10. Porter duties as required, including movement of deliveries, stock, furniture, equipment, laundry, waste, the Children's Centre meals trolley and items to and from archive storage. Assisting the cleaners and other premises staff with manual handling duties.

11. The setup of rooms such as classrooms, meeting rooms, event bookings and any other required duties arising from the use of premises as directed by management.
12. To provide emergency First Aid to all persons on the campus as and when necessary. Recording of all incidents attended and action taken on the appropriate accident/incident form and submitted to the Health, Safety and Premises Manager.
13. To work flexibly to cover holiday and sickness of other maintenance and caretaking team members as required.
14. To ensure the security of keys at all times and to report to management any potential breaches of security or lost keys as soon as discovered.

### **Specific Resident Caretaker On-Call Duties**

At night, during weekends and holiday periods when the College is either closed or when there are no managers on site:

- 1 To provide back up support for emergencies such as fire alarms, building evacuations or security alarm activations in line with college policy and procedure. Liaising and assisting Night Security Guards, and the Emergency Services until the on-call duty manager is available to assist.
- 2 Contacting the duty manager(s) on call, emergency services, alarm systems, heating system engineers as required and reporting all incidents in the daily security log and to the Health, Safety and Premises Manager.
- 3 Dealing with mains power cuts/outages by following laid down college procedures including carrying out the switch over of Mains supply to back up diesel generator power, notifying the on call duty manager and contacting the power distribution company for an outage status report.
4. Carrying the college mobile phone and being on-call as first responder as and when required by college management and when there is no night time Security Guard on the campus during periods of college closure when the campus is locked down.

### **Other Duties and Responsibilities**

1. To undertake any training and development deemed relevant to the post.
2. To undertake duties and responsibilities in full accordance with the college's 'Health & Safety' policy and procedures.
3. To work to promote and support the college's policies and procedures with particular reference to the safeguarding of children and vulnerable adults and the Prevent duty.
4. Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date:

**THE NORTHERN COLLEGE**

**RESIDENT CARETAKER**

**PERSON SPECIFICATION**

<b>Category</b>	<b>Essential/ Desirable</b>	<b>Description</b>	<b>Means of Assessment</b>
<b>Knowledge and Experience</b>	Essential	Relevant experience in a caretaking and/or maintenance role	Application Form Interview
		Experience of working with intruder and fire detection and alarm systems	Application Form Interview
	Desirable	Knowledge of health & safety legislation pertaining to fire safety, security and general safe systems of work	Application Form Interview
		Experience of working in an educational environment in a similar role	Application Form Interview
		Experience of working with heating systems and gas boiler plant and BEMS heating controls	Application Form Interview
<b>Skills &amp; Abilities</b>	Essential	Ability to keep calm in emergency situations, communicate clearly and take appropriate action	Interview
		Good interpersonal skills with the ability to relate and communicate in a professional way with staff and the diverse groups of students who attend the college	Interview
		A flexible approach to work with a good understanding of and commitment to customer service	Interview
		Ability to understand and follow written instructions including instruction manuals, drawings, building layout plans.	Application Form Assessment
		Ability to undertake basic property maintenance and emergency repairs	Application Form Interview
		Ability to prioritise workloads and also undertake routine schedules of work	Application Form Interview
		Ability to work and liaise with external contractors, members of the public and campus residents in a professional manner	Interview
		Ability to operate fire and security alarm systems	Interview Practical Assessment
		Ability to maintain accurate records, complete incident reports, log and complete work schedules	Application Form Interview Practical Assessment
		Ability to work effectively as part of the Premises team	Assessment Interview
		Ability to work on own initiative demonstrating personal responsibility	Interview

		Ability to maintain professional boundaries	Interview
	Desirable	ICT literate including use of e-mail, basic competence with MS Word and Excel	Application Form Assessment
<b>Training and Education</b>	Essential	Willingness to undertake appropriate training including First Aid and Mental Health First Aid	Interview
	Desirable	Relevant maintenance/trade qualifications or relevant equivalent training.	Application Form Interview
		Accredited training in the use of ladders and mobile scaffolds	Application Form
		Manual Handling training	Application Form
<b>Other Requirements</b>	Essential	Understanding and commitment to the importance of equal opportunities, equality and diversity	Application Form Interview
		An understanding of the importance of safeguarding and a commitment to maintaining a safe learning environment within the college	Application Form Interview
		Full driving licence and ability and willingness to drive college vehicles as required	Application Form
		Completion of a satisfactory DBS check and Disqualification Declaration	Post interview pre-employment checks/ Application Form
		Willingness to live as full time resident on the campus and work unsocial shift patterns and be on call as first responder to emergencies during college closure periods	Interview
		Willingness to work unsocial shift patterns	Interview
		An awareness of and commitment to the Prevent duty	Interview

# **THE NORTHERN COLLEGE**

## **JOB DESCRIPTION**

### **CARETAKER**

#### **Summary of Responsibilities**

To be responsible to the Principal under the line management of the Health, Safety & Premises Manager for a residential caretaking and maintenance service to the college.

#### **Main Duties:**

1. Maintaining the physical security of all college premises/building contents and the safety of night time residents by ensuring as resident key holder/emergency first responder that the correct procedures are followed for:
  - locking-up at night of closed facilities;
  - the operation of the fire and intruder detection system;
  - the personal distress assistance call alarm system.
- 2 Ensuring the security and safety of the campus, at times when college management are off the premises. This will include taking immediate action to secure the welfare of learners, staff and visitors, to safeguard them as well as college property, notifying the on-call duty manager and/or the emergency services in line with college policy. .
- 3 Ensuring an appropriate hand-over of all relevant information to/from the night duty security person with a situation report of the current status of the campus and that all relevant information is recorded in the daily security log.
- 4 To provide assistance on an occasional basis and according to shift, with evening/weekend reception duties and other duties arising from use of the premises.
- 5 Checking the satisfactory operation of heating boilers and plant rooms, fire and intruder alarm systems including:
  - reactivating boiler after lockouts and resetting alarm systems and any electrical circuit breakers on distribution boards.
  - reporting faults to the appropriate manager or emergency service engineers when out of hours.
- 6 To assist as required with day-to-day premises emergency fault rectification work involving basic joinery, plumbing work as directed by the Health, Safety and Premises Manager.
- 7 Replacing light bulbs, tubes and starters, checking on correct operation of lighting, ensuring adequate lighting is switched on in corridors and circulation areas. Turning off unwanted lights in unoccupied rooms and any other electrical equipment left on, if not in use.

- 8 Carrying out cleaning duties, such as the emptying of litterbins, cleaning external steps, paving, ramps and general external access routes. Cleaning internal areas as required including: checking on toilet facilities and cleaning them as and when required during evenings and weekends.
- 9 To assist with winter gritting of paths and vehicular routes on the campus in accordance with College procedures.
- 10 Porter duties as required, including movement of deliveries, stock, furniture, equipment, laundry, waste, the Children's Centre meals trolley and items to and from archive storage. Assisting the cleaners and other premises staff with manual handling duties.
- 11 The setup of rooms such as classrooms, meeting rooms, event bookings and any other required duties arising from the use of premises as directed by management.
- 12 To provide emergency First Aid to all persons on the campus as and when necessary. Recording of all incidents attended and action taken on the appropriate accident/incident form and submitted to the Health, Safety and Premises Manager.
- 13 To work flexibly to cover holiday and sickness of other maintenance and caretaking team members as required.
- 14 To ensure the security of keys at all times and to report to management any potential breaches of security or lost keys as soon as discovered.
- 15 To undertake any training and development deemed relevant to the post.
- 16 To undertake duties and responsibilities in full accordance with the college's 'Health & Safety' policy and procedures.
- 17 To work to promote and support the college's policies and procedures with particular reference to the safeguarding of children and vulnerable adults and the Prevent duty.
- 18 Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date:

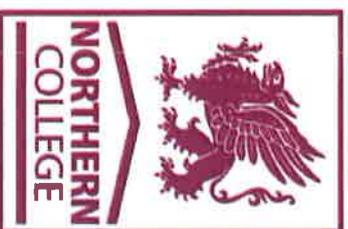
**THE NORTHERN COLLEGE**

**PERSON SPECIFICATION**

**CARETAKER**

<b>Category</b>	<b>Essential/ Desirable</b>	<b>Description</b>	<b>Means of Assessment</b>	
Knowledge and Experience	Essential	Relevant experience in a caretaking and/or maintenance role	Application Form Interview	
		Experience of working with intruder and fire detection and alarm systems	Application Form Interview	
	Desirable	Knowledge of health & safety legislation pertaining to fire safety, security and general safe systems of work	Application Form Interview	
		Experience of working in an educational environment in a similar role	Application Form Interview	
		Experience of working with heating systems and gas boiler plant and BEMS heating controls	Application Form Interview	
Skills & Abilities	Essential	Ability to undertake basic property maintenance and emergency repairs	Application Form Interview	
		Good interpersonal skills with the ability to relate and communicate in a professional way with staff and the diverse groups of students who attend the college	Interview	
		A flexible approach to work with a good understanding of and commitment to customer service	Interview	
		Ability to understand and follow written instructions including instruction manuals, drawings, building layout plans.	Application Form Assessment	
		Ability to prioritise workloads and also undertake routine schedules of work.	Application Form Interview	
		Ability to work and liaise with external contractors, members of the public and campus residents in a professional manner.	Interview	
		Ability to operate fire and security alarm systems	Interview Practical Assessment	
		Ability to work effectively as part of a team	Interview	
		Ability to work on own initiative demonstrating personal responsibility	Interview	
		Ability to maintain professional boundaries	Interview	
		Ability to maintain accurate records, complete incident reports, log and complete work schedules	Application Form Interview Practical Assessment	
		Desirable	ICT literate including use of e-mail, basic competence with MS Word and Excel	Application Form Assessment
		Essential	Willingness to undertake appropriate training including First Aid and Mental Health First Aid	Interview

	Desirable	Relevant maintenance/trade qualifications or relevant equivalent training	Application Form Interview
		Accredited training in the use of ladders and mobile scaffolds	Application Form
		Manual Handling training	Application Form
Other Requirements	Essential	Willingness to work unsocial shift patterns	Interview
		Understanding and commitment to importance of equal opportunities, equality and diversity.	Application Form Interview
		An understanding of the importance of safeguarding and a commitment to maintaining a safe learning environment within the College	Application Form Interview
		Understanding and commitment to the Prevent duty	Interview
		Full driving licence and ability and willingness to drive college vehicles as required	Application Form



**A 3 Bedroom unfurnished flat is provided to the Resident Caretaker under the terms of a Service Occupancy Agreement for an occupancy fee of £200 per calendar month. The fee excludes gas and electricity which are separately metered by the College and will be recharged 3-monthly in arrears. The Caretaker will be responsible for Council Tax which is currently £1,076.39 for April 2017 - March 2018 (Council tax band A).**

## **RESIDENT CARETAKER'S ACCOMMODATION**

**Flat 1, The Old Coach House, Wentworth Castle, Stainborough, Barnsley S75 3ET**

The flat is located on the first floor of the former Coach House and is accessed from the north gable end of the building via external stone stairs.



**Entrance gate and stairs to flat**

The Flat has 3 bedrooms and is centrally heated and served with hot water by a gas combination boiler located in the ground floor of the building which is maintained by the College. There is a room thermostat and heating time programmer in the Flat. There is Wi-Fi Internet provided on the College's internal network at no charge (subject to reasonable usage and compliance with the College ICT User Policy). There is also a telephone provided.

Electricity and gas usage will be metered and recharged on a quarterly basis. The electric meter is located in the flat; the gas meter is beside the boiler in the ground floor Estates Department workshop below the flat. **Note that Smoking in the flat is not permitted**; there is fire detection and an alarm system covering the whole of the property.



Living Room



Living room



Kitchen



Living Room



**Kitchen**



**Bathroom with electric shower over bath**



**Bathroom**

The 3 bedroom Flat has been refurbished recently and has new carpets and curtains throughout. **Note that its is provided unfurnished**

**See the attached floor plan for the layout of the rooms**

The kitchen has laminate work surfaces, storage cupboard base units and wall cupboards, a gas 4 burner hob with electric oven underneath and an electric convector heater and extract fan. There is a stainless single bowl steel sink and drainer, space for washing machine to be connected under work top and a space to fit a fridge/freezer.



**Bedroom 1 measures 3.6 x2,7m**

All the rooms have new carpets and lined curtains. LED ceiling spotlights are fitted in the Living room, Kitchen and Entrance Lobby



**Directional LED lamp spotlights on ceiling**



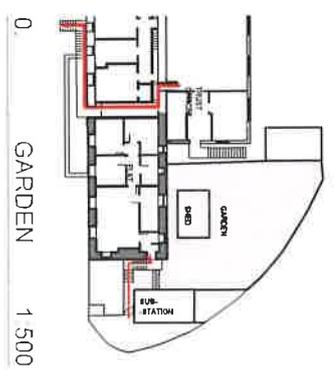
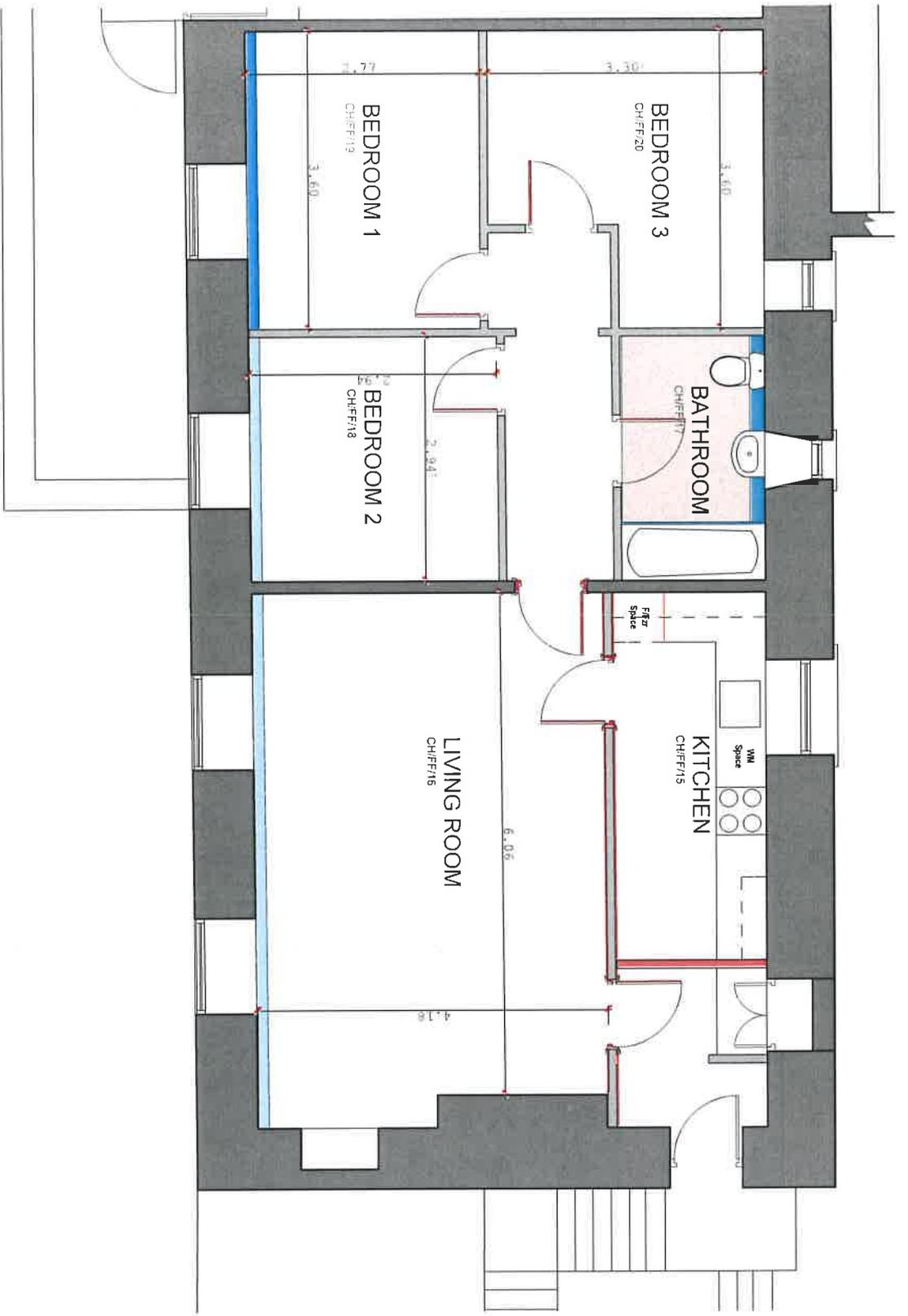
**Bedroom 2 measures 2.9 x 2.9m**



**Bedroom 3 measures 3.3 x 3.6m (longest wall)**

**Outside and behind the Coach House there is a garden area with a shed and decked area for private use to be maintained by the resident caretaker.**





PLAN - FIRST FLOOR LEVEL

1:50



**ARCHITECTS**  
 www.birkettcolelowe.com  
 HAWK WORKS  
 105A, MARY STREET  
 SHEFFIELD S1 2RT  
 Birkett Cole Lowe LLP

NORTHERN COLLEGE

RESIDENT CARETAKER'S FLAT

WENTWORTH CASTLE  
 STANBOROUGH, BARNSLEY, S75 3ET

AS BUILT LAYOUT  
 1:50, 1:500@A3, First Issue: May 2016

Drawing Number  
**3500CF 02**