



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.

This post 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/careers. For any queries about these vacancies please contact the HR department on 01226 776000.

Application forms must be submitted by 12 noon on Thursday 15th February 2018.

(Previous applicants need not re-apply)

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

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:

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PERSON SPECIFICATION

CARETAKER

Category	Essential/ Desirable	Description	Means of Assessment
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
		Basic ICT skills and the ability to use outlook for communication via emails etc. or willingness to undertake training	Application form Interview

Training and Education	Essential	Possession of or willingness to undertake appropriate training including First Aid and Mental Health First Aid	Application Form 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