

**SAPIENTIA EDUCATION TRUST**

**WYMONDHAM COLLEGE JOB DESCRIPTION**

**ESTATES CARETAKER**

**FULL-TIME, PERMANENT, 37.5 HOURS PER WEEK**

<b>Line Manager:</b>	Campus Services Manager
<b>Salary:</b>	Point 3 of the SET Support Staff Salary Scale <b>FTE</b> £18,887 per annum
<b>Residential Status:</b>	Non Resident

**THE POST**

Wymondham College seeks to appoint a part-time Caretaker to join the Estates Team. The ideal candidate will be able to understand and comply with Health & Safety Regulations, be proficient in the technical aspects of the post, be able to work under minimal supervision, and be a punctual and reliable worker.

Wymondham College is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Caretaker are:

- Understands and complies with Health & Safety Regulations;
- Proficient in the technical aspects of the post;
- Able to work with minimum supervision;
- Punctual and reliable worker.

The qualifications and previous experience required for a Caretaker are:

- A good level of literacy and numeracy;
- A current, clean driving licence;
- A sound track record of work in a relevant area of construction or maintenance.

## **JOB SPECIFICATION**

### **General Responsibilities**

The Estates Caretaker is responsible to the Campus Services Manager through the Estate Supervisor for the provision of general Estate Caretaker / Handyman functions as per the specific responsibilities.

The post-holder will be required to comply with the Sapientia Education Trust Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

All duties must be carried out in accordance with relevant Health and Safety instructions and the Norfolk County Council Caretakers Code of Practice

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

#### **Building plant and maintenance and new work**

- Help with carrying out building maintenance, repairs, refurbishments, project, and new work as needed
- Replace electrical consumables as required, light bulbs
- Basic plumbing, dealing with blockages and other minor plumbing matters.
- Cleaning gullies, gutters, drains.
- Attending to all fault/repairs and breakdown situations.
- Swimming pool filtration and testing in accordance with appropriate standards and legislation. (training will be given)

#### **Security, fire and access**

- Locking/unlocking of buildings and facilities;
- Setting/unsetting of anti-intruder alarms and barriers;
- Provide vehicle supervision and direction at Exeat, end of terms and other College events.
- Testing of Fire and Security alarms; and

- Responding to Fire Alarm activations in accordance with the Fire Alarm Policy.

### **College signage**

- Install of College signage for events via communication with Maintenance supervisor.
- Ensure safe retrieval and storage of signage;
- Responsible for maintenance of signage.

### **Setting up for events**

- Laying chairs etc. for College events and preparing rooms/marquee as required;

### **Heating, hot water & services**

- Attending to/setting/resetting boilers as required.

### **Driving and vehicle maintenance**

- Drive College vehicle fleet on and off-site as required for deliveries / collections / transporting students, staff or visitors as required;
- Garaging, cleaning, and attending to basic routine maintenance of college vehicles.

### **Health and safety**

- To report any breaches of Health and Safety regulations to the Estate Supervisor or Estate Manager as required and in accordance with the College Health and Safety Policy.

### **Estate workshop**

- Ensure that the estate workshop is kept tidy at all times. Loose equipment and materials are to be secured as appropriate and specialist equipment stored in accordance with current regulations.
- Report shortages in materials to the Estate Supervisor.
- Checking goods received for the workshop/maintenance suppliers as required and ensuring that the delivery note is forwarded to the Estate Supervisor or Estate Manager;
- The post holder shall undertake other duties and responsibilities as the line manager may reasonably require.

The post holder may also be required to undertake, from time to time, Caretaker / Deliveries Clerk duties including the following:

### **Site Cleanliness**

- Refuse removal arrangements;
- Litter collection and disposal;
- Collection and removal of broken furniture and equipment;
- Keeping all external surfaces free from leaves/litter/debris.

### **Porterage Equipment & Provision**

- Transport and movement of furniture around the College campus;

### **Storage / Distribution**

- Receiving goods into the College in the absence of the Deliveries Clerk;

- Assisting the Deliveries Clerk in unloading, storing and moving goods-in or goods ready for collection;
- Ensuring that goods stored at the College are secure;

## HOURS OF WORK

Paid Weeks per year	52
Hours per week	37
Normal Working Pattern	Work 5 days of 7.5 hours shift between the hours of 0700 – 2200 Monday-Friday and 12 Sundays 1000-2000
Unpaid Breaks	30 minutes lunch break per day
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager.
CPD Days	College CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.
Overtime	This post does not attract overtime payments.

## REMUNERATION

### Salary Details:

- Point 3 of the SET Support Staff Salary Scale
- **FTE** £18,887 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire / workwear appropriate to the role and protective clothing will be provided by Wymondham College where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

## PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.