

JOB DESCRIPTION



JOB TITLE: Buildings Maintenance Caretaker (evenings & weekends)

LINE MANAGER: Estates Manager

PURPOSE OF THE JOB

Responsible for the day-to-day management and maintenance of the College Estate, ensuring its proper functioning, cleanliness and security.

KEY RESPONSIBILITIES

- Assist with the opening and closing of buildings during evening hours, ensuring all areas are secure.
- Conduct regular checks and inspections of college buildings, including corridors, classrooms, offices, toilets and communal areas, ensuring they are safe, clean, stocked as appropriate and well-maintained.
- Ensure heating, lighting and ventilation systems are in good working order, reporting any issues to the Maintenance Manager.
- Ensure all safety equipment, such as fire extinguishers and alarm systems, are functional and comply with safety standards.
- Respond to maintenance requests from staff and students, addressing them promptly and efficiently.
- Carry out general building maintenance and repairs, including minor plumbing, electrical, painting and carpentry tasks.
- Perform emergency repairs as needed
- Assist in setting up or dismantling equipment for evening events.
- Assist in the setup of rooms and facilities for evening classes, events, or activities.
- Monitor and maintain college grounds, including outdoor areas, ensuring that pathways, car parks and entrances are clear and well-maintained.
- Maintain accurate records of maintenance activities, repairs and inspections, reporting any major issues to the Maintenance Manager.

GENERAL RESPONSIBILITIES

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
- To comply with all other College policies and procedures.
- To undertake continuing professional development.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.
- Ensure the cleanliness and hygiene of the site.
- Interact with hirers and visitors in a professional and courteous manner.

- Address concerns or issues raised by hirers and visitors.
- Keep an inventory of supplies and equipment.
- Be prepared to respond to emergencies, such as fire or natural disasters.
- Implement emergency procedures and coordinate with relevant authorities.
- Ensure cost-effective management of resources.

The above information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook.
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity.
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

PERSON SPECIFICATION



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- Proven experience in a maintenance or caretaking role, preferably in an educational or public sector environment.
- Practical skills in basic plumbing, carpentry and general building repairs.
- Good understanding of health and safety regulations and the ability to apply them in the workplace.
- Strong problem-solving skills and the ability to respond effectively to urgent or unexpected maintenance issues.
- Excellent communication and interpersonal skills, with the ability to interact respectfully with staff, students and visitors.
- Physical ability to carry out manual tasks, including lifting and moving equipment or supplies.
- Ability to work independently and manage time effectively, especially during evening hours.