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**Herefordshire, Ludlow and North Shropshire College**

Job Description

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| **Post Title:** | Caretaker |
| **Location:** | **Main:** Herefordshire College, Hereford  **Other:** Holme Lacy College, Ludlow Sixth Form College |
| **Responsible to:** | Estates and Compliance Manager |
| **Supervisor:** | Estates Supervisor |

**Job Purpose and Scope**

The role comprises a range of duties and responsibilities including locking/unlocking, general site maintenance/repairs and grounds keeping. A flexible approach is required as the duties vary dependent upon incidents and requests during the working day, with daily tasks being directed by the Estates Supervisor or Estates and Compliance Manager.

The position is based at our Hereford Campus on Folly Lane, but you may be required to carry out occasional shifts/duties at our Ludlow and Holme Lacy sites. A private mileage allowance or access to a college vehicle is available for travel.

The post holder will particate in an alternating rota to cover College opening times and events, requiring flexibility to accommodate staffing or operational needs.

**Main Duties**

* Maintain site security by locking/unlocking the college buildings as required. To operate the intruder alarm, and ensure the buildings have been vacated, as necessary.
* Carry out general site maintenance and repairs. This will include internal/external painting and decorating, repairs to furniture, basic plumbing, minor construction, and changing light bulbs etc.
* Undertake porterage (e.g., moving furniture or equipment, setting up meeting rooms and classrooms), assist with loading or unloading of goods, and delivery of internal post etc.
* Monitor the levels of maintenance supplies and equipment (e.g., light bulbs, soap) and promptly notify the Estates Supervisor for re-ordering when necessary. Additionally, ensure replenishment of consumable items such as toilet rolls and hand sanitiser throughout the site.
* Ensure site cleanliness by carrying out litter picking, emptying bins, and dealing with cleaning incidences and spillages during the day etc.
* Undertake some duties as a lone worker, including responding to callouts and covering morning and evening shifts as required.
* To work across all College owned property including teaching blocks, workshops, farms, and on-site nursery etc.
* Act as an emergency key holder and be available for out-of-hours incidents or callouts.
* Provide cover for additional college events or team illness/absence, as necessary. This may include a requirement to work additional hours or weekend work (although this will be paid overtime).

**Other Duties**

* Assist with grounds maintenance such as grass cutting, hedge trimming, gritting (or clearing snow), path and road sweeping etc.
* Perform testing of fire/intruder equipment and emergency lighting etc. as directed and in accordance with college procedures.
* Read meters and perform routine checks and adjustments to the heating/water systems, air conditioning and air handling units throughout the building.
* Assist with department vehicle maintenance including cleaning, weekly checks and delivering vehicles to garages for repairs and MOTs etc.
* Ad-hoc driving duties, such as visiting suppliers and performing cross-campus deliveries. To participate in MIDAS driver training, and to provide emergency minibus cover, e.g., in the event of staff sickness.
* Work with college contractors as requested. This may be by granting access, assisting in the preparation of quotes and specifications, and being available for queries/support whilst they are on-site.
* Act as one of the college’s designated CCTV operators, if requested.
* Undertake any other relevant duties as reasonably required within the scope of the post.

**General**

* Participate in the staff appraisal scheme and to attend staff development activities, as identified by the college.
* Undertake training or certification as deemed appropriate for the post, e.g., fire marshal training and first aid training with a view to becoming a college first aider.
* Adhere to college policies, including health and safety, safeguarding, Prevent and equality and diversity.
* Be vigilant around the college to ensure the good behaviour and safety of learners around the college.
* Ensure that a high level of customer care is provided to students, staff, members of the public, and other stakeholders.

**PERSON SPECIFICATION**

**Essential**

* Practical skills and experience in identifying and carrying out minor building related repairs.
* An understanding of basic health and safety.
* Self-motivated and organised. Able to work on own initiative or as part of a team.
* Good communication skills, friendly and approachable.
* Able to take pride in the appearance and condition of our college, both internally and externally, paying particular attention to the buildings and surrounding environment.
* Ability to operate fire/security alarms and other buildings systems.
* To be a keyholder and act as an emergency contact.

**Desirable**

* Level 2 or above qualifications in one or more of the construction trades or general property maintenance.
* Health & Safety qualifications such as first aid, fire safety, IOSH.
* Experience in completing safety compliance check, e.g., fire alarm tests, fire door inspections.
* Familiarity with the heating, ventilation, water, fire, and building management systems.
* Full and clean driving license.
* Overseeing external contactors.