

Job Description

Job Title: College Caretaker (Split Shift)

Accountable to: College Business Manager

Salary Scale: £17,138 - £20,943 depending on experience

Location: Salisbury 6th Form College, Wiltshire

In order to meet the requirements of the college, this role is worked on a 37 hour week over a split shift;

- Monday/Tuesday - 7am - 10.30am and 4pm - 8.30pm
- Wednesday - Friday - 7am - 10.30am and 4pm - 7.30pm

The Job Role

This role is pivotal to the smooth operation of the College on a daily basis. The job holder will be responsible for ensuring;

- the college provides a clean and safe environment for staff, students and visitors.
- the college site is secure
- there are robust and effective processes in place for health and safety
- the college site is effectively maintained
- external contractors are supervised and monitored, ensuring value for money
- the college site is developed to its full potential

Key Accountabilities:

Security

- Undertake college open and close down procedures
- Act as a key holder for the site and respond to alarms as necessary
- Arrange for and/or undertake regular security checks to minimise risks to college property and facilities
- Liaise with appropriate external agencies such as police, fire brigade, general contractors.

Health and Safety

- Promote the health and safety of students, staff and visitors at all times.
- Maintain fire safety equipment

- Complete all appropriate health and safety checks e.g. fire alarms, emergency lighting, risk assessment of potential hazards

Maintenance

- Carry out a programme of routine maintenance and general repairs to ensure the upkeep and safety of the college
- Supervise the cleaning of the premises, liaising with contractors as appropriate
- Undertake cleaning duties as required
- Carry out minor decoration and improvement works
- To undertake regular premises inspections (lighting, heating, meters) and ensure the facilities are operational
- Liaise with the Grounds Contractor
- To monitor the aesthetic appearance of the college and ensure necessary maintenance tasks are carried out
- Monitor and deal with issues arising from bad weather conditions.

Organisation and Supervision

- Ensure satisfactory distribution, collection and dispatch of goods incl. portorage duties.
- Organise the movement and storage of furniture and equipment

Other Duties

- To comply with college policies and procedures in relation to safeguarding, health and safety, security and confidentiality; reporting any concerns to the relevant person.
- To participate in a career development plan to improve performance over time
- To attend training and meetings as needed
- To undertake other reasonable duties as requested by the Principal