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**Great Oaks College**

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**Job Description: Caretaker**

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**Grade: Scale 4**

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Hours of work: Monday to Friday

Contract Type: Permanent

Hours: 36 hours per week

Caretaker 1st position: 7.30am – 3.30pm

Caretaker 2nd position: 10am – 6pm

Additional hours from time to time

Responsible to: Site Manager

<b>Main purpose of the job and Duties</b>
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- To ensure the security of Great Oaks College and act as a responsible key holder.
- To ensure the maintenance of the plant, facilities and fabric of college buildings and grounds
- To support with maintaining college vehicles.
- To ensure the cleanliness of site, responding to requests for cleaning and restocking supplies.
- To promote the health and safety of students, staff and visitors to the sites.

**Security**

- Be responsible for the day-to-day security of the building, its contents and grounds including, locking and unlocking of sites and operation of intruder alarms.
- Maintain presence on site at all times during the college operational hours.

- Be a main key holder and, with the Site Manager ensure that all College keys are securely stored and available as required.
- Attend the college premises with another key holder, senior member of staff if an alarm is raised or some other emergency occurs on the college premises out of normal college operating hours.
- Respond immediately to emergency calls out acting as appropriate.

### **Cleaning**

- Undertake daily cleaning duties throughout the working day; cleaning designated areas and maintaining floor surfaces.
- Immediately spot clean spillages using the correct protective equipment.
- Maintain the shared rooms in a tidy state - undertaking and organising supplies and equipment needed for refreshments.
- Monitor caretaker supplies and notify the Site Manager of any restocking required.
- Monitor the work of the cleaning contractors and report any issues of concern to the Site Manager.
- Ensure that only cleaning chemicals from a controlled list of products approved by the college and contractor are used.
- Ensure that Material Safety Data Sheets are available and adhered to for all cleaning chemicals and that appropriate COSHH assessments are completed.
- Ensure that cleaning chemicals are stored securely to prevent unauthorised access and use.
- Ensure that the storage spaces and boiler room are kept clean and tidy.
- Complete laundry duties and effective management of the laundry system.

### **Ground Maintenance**

- Ensure removal of litter and leaves from pathways, car park, playground areas daily.

- Maintain cleanliness of refuse area and ensure that all combustibles and recycling waste, e.g. wood, paper, cardboard, material, furniture etc. are either removed from site immediately or are stored away from the building in a secure area or contained in locked bins.
- Maintain drains, disinfecting as required and ensuring these are kept clear.

### **Health and Safety**

- Be responsible for the implementation of COSHH requirements.
- Report any defects or health and safety risks to the Site Manager.
- Be responsible for carrying out the actions required for the safe management of Legionella bacteria in the College's hot and cold-water systems, as detailed in the College's Legionella risk assessment, including the prescribed flushing of outlets, temperature checks, cleaning & disinfection and record keeping.
- Operate the college's fire alarm system, carrying out weekly checks from different call points on a rotational basis, assisting with fire drills and maintaining records appropriately.
- Ensure that any apparatus or equipment maintained as part of the fire risk assessment is always serviceable and in proper condition.
- Check and record that the emergency escape lighting is working on a monthly basis and ensure that the system is maintained by a contractor on an annual basis.

### **General maintenance**

- Undertake daily routine inspection of the building and grounds, checking for hazards, damage and intruders.
- Check and respond to tickets from the premises management system.
- Complete appropriate paperwork including records of safety checks and incident recording as required.
- Operate the college heating, lighting, water and ventilation systems ensuring they are maintained to the correct standard.

- Undertake repairs, improvements and decoration as required.
- Report tasks requiring contractor call out to the Site Manager.
- Ensure that appropriate areas are gritted during icy weather and that sufficient levels of grit are procured and stocked prior to the winter season.
- Work with the Site Manager to identify appropriate contractors and oversee their work as required.
- Ensure the condition and maintenance of fixed and portable safety signage as required around the premises is suitable and sufficient.

### **College minibuses**

- Undertake daily safety checks on all buses. To report any faults to the Site Manager.
- Undertake weekly external and internal cleaning of all college minibuses.
- Ensure buses are filled with fuel weekly or as required.

### **General**

- Support the arrival and departure of college transport.
- Provide portage of deliveries and arrangement/removal of furniture and equipment, as required. Lifting tasks are required within this role.
- Be aware of and comply with policies and procedures relating to safeguarding, disabled access, health, safety and confidentiality, reporting all concerns appropriately.

### **Ad-hoc events**

- Assist with other college events, as required.

### **Other Duties**

- You may be required to travel and work at any of the college sites (depending on business needs).
- Any other duties to support the senior leadership team that are commensurate with the grade of the role.



**Equal Opportunities:** The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety:** The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality:** The College is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding:** The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**A full, clean driving licence is required for this role.**