



Abbey Gate College

JOB DESCRIPTION FOR SENIOR SITE ATTENDANT (CARETAKER)

A. POST DETAILS

JOB TITLE: Senior Site Attendant / Caretaker

REPORTING TO: Site Team Leader

B. PURPOSE OF JOB: In consultation with the Site Team Leader, to be responsible for all matters relating to the daily operation and routine maintenance of the senior school premises. To work as an active member of the College site support team, carrying out duties as required dependent on the programme of works.

C. KEY TASKS AND RESPONSIBILITIES:

Specific to Role

1. To carry out maintenance tasks such as basic joinery, painting, mending/installing fixtures and fittings as required.
2. Opening / locking up all buildings, ensuring site is completely secured and all alarms correctly set before site is vacated at night.
3. Janitorial duties such as replenishment of hygiene products in washrooms.
4. Ensuring that the site is kept clean and tidy at all times, to include litter collection, emptying bins, removing all waste etc. to the appropriate area.
5. Cleaning tasks as required.
6. Responsible for forward planning of work in accordance with the requirements of the weekly / termly events schedule.
7. Moving and setting out of staging, chairs and tables for all College events, using correct manual handling techniques.
8. Delivery of packages / equipment to various departments within the College.
9. Carry out daily maintenance checks of all buildings and plant / equipment (including heating and lighting) ensuring issues are reported immediately, and good records are maintained.
10. Carry out daily / weekly / monthly checks of fire-fighting and fire safety equipment in line with College procedures and legal requirements, including thorough recording of all checks.
11. Assist the Site Team Leader in annually recording and updating Risk Assessments of the whole site.
12. Ensure that the College complies with all current legislation in relation to Health & Safety and maintain appropriate records.
13. Manage external contractors whilst on site, monitoring the performance of their work to ensure it is carried out to a high standard and following College procedures at all times.
14. To assist the Site Team Leader in the deployment of site staff to ensure appropriate levels of cover are maintained (especially during College events outside of normal working hours).
15. Any other duties as required.

Support for the College

1. To support the College's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
2. Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
3. Contribute to the overall ethos/work/aims of Abbey Gate College;
4. Participate in training, meetings, and performance development activities as required.

D COMPETENCIES, SKILLS & EXPERIENCE

- Prior experience in caretaking / facilities management role essential
 - Must have a positive and enthusiastic approach
 - Punctuality and reliability are essential
 - Ability to plan work under own initiative
 - Excellent inter-personal, communication and organisational skills
 - Ability to work constructively as part of the team of staff at Abbey Gate College
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E QUALIFICATIONS

- Minimum GCSE English and Maths grade A – C (or equivalent)
 - Full clean driving licence
 - Basic Health and Safety / First Aid qualification desirable
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F HOURS OF WORK

This is a full time post, Monday to Friday, 8 hours per day (inclusive of 1 hour lunch break)
Working hours variable on a shift rota basis covering site opening hours of 7.15am – 8pm.

G PAY AND CONDITIONS

£16,500 - £17,500 per annum dependent on relevant skills and experience

Salary inclusive of 25 days paid holiday plus 8 days bank holiday per year

Inclusion in College Stakeholder Pension Scheme with employee contributions matched up to 5% of salary.