

## **Job Description**

<b>Position:</b>	Caretaker
<b>School/Service:</b>	Facilities
<b>Reference:</b>	FAC-055/P
<b>Grade:</b>	Grade 3
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time (36.25 hours per week): 6.00 am to 2.00 pm, Monday to Thursday; 6.00 am to 12.45 pm, Friday (week one); 2.00 pm to 10.00 pm, Monday to Thursday; 12.00 noon to 6.45 pm, Friday (week two)
<b>Reporting to:</b>	Facilities Operations Manager

### **Main Function of the Position:**

To work as a member of a team involved in the performance of a wide range of general caretaking duties within the University.

### **Principal Duties and Responsibilities:**

1. Portering and delivery duties, moving equipment and materials around and between University sites as required.
2. Cleaning and refuse removal duties, including window cleaning and keeping the grounds tidy.
3. Assisting and ensuring the security and safekeeping of the University's premises, both internal and external.
4. Collecting and delivering post and parcels and assist in the Post Room as appropriate.
5. Keeping of appropriate records e.g. recording mail and goods receipts.
6. Ensure keys are signed in and out and handovers undertaken as appropriate.
7. Answering queries, taking messages, giving directions and providing a high level of customer service.
8. Undertaking minor repairs e.g. changing of bulbs/lamps.
9. Assisting with fire and safety procedures and the evacuation of buildings when appropriate.
10. To participate in out-of-hours on call rota working across site to support the needs of the business.

11. Report faults, hazards and Health and Safety issues to the appropriate personnel.
12. To carry out other duties as required, which are commensurate with the scale and nature of the position.
13. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
14. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
15. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

**Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

## Person Specification

<b>Position:</b> Caretaker		<b>Reference:</b> FAC-055/P	
<b>School/Service:</b> Facilities		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	Willingness to undertake training to obtain appropriate qualifications	Priority's 1	Application Form/ Documentation
1 b)	Clean and current driving licence	Priority's 2	Application Form/ Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Good interpersonal skills	Priority's 1	Application Form/Interview
2 b)	Effective written and oral communication skills including on short-wave radio	Priority's 2	Application Form/Interview
2 c)	Able to undertake minor repairs	Priority's 2	Application Form/Interview
2 d)	Able to work under pressure	Priority's 1	Application Form/Interview
<b>3 Experience</b>			
3 a)	Work experience in a service environment	Priority's 1	Application Form/Interview
<b>4 Personal Qualities</b>			
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority's 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority's 1	Interview
4 c)	Sympathetic and aware of stakeholder needs within the University	Priority's	Interview
4 d)	Work efficiently as part of a team and use own initiative	Priority's 1	Interview
<b>5 Other</b>			
5 a)	Willing to undertake staff development, which may take place outside the University	Priority's 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	Priority's 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority's 1	Interview
5 d)	Available to work flexible and travel as appropriate in order to meet the needs of the services	Priority's 1	Interview
5 e)	Able to cope with the physical demands of the role	Priority's 1	Medical Clearance
5 f)	Able to cover emergency call outs as required including Christmas cover rota	Priority's 1	Interview
5 g)	Able to work consistently and flexibly across different sites as appropriate	Priority's 1	Interview

**Note:**

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.