

Post Title	Caretaking Supervisor
Location	Craven College, Skipton (Multi Site)
Rate of pay	APT & C Scale 4 (points 18 – 21), £17,533 - £19,490 per annum Pro rata to £11,846 - £13,168 per annum
Hours	25 hours per week Monday 7am – 10am and 5pm -7pm Tuesday 7am – 10am and 5pm -7pm Wednesday 7am – 10am and 5pm -7pm Thursday 7am – 10am and 5pm -7pm Friday 7am – 10am and 5pm -7pm  Hours to be worked on a flexible basis in line with the needs of the College, which will include weekend work (Saturday/Sunday) on a 1:5 rota basis and a split shift work pattern. Straight shifts be worked during college holiday periods.  Sunday working and call outs to be paid on an additional hours claim form @ x 1.5 in line with College revised policy.
Responsible to	Facilities Manager
Special Conditions	This post is subject to Probationary Period of 6 months.  A full enhanced disclosure check will be required via the Disclosure & Barring Service for this post
Closing Date	Sunday 25 October 2020
Interview Date	TBC
Post No.	B964

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

### MAIN JOB PURPOSE

To assist the Facilities Manager to deliver an efficient caretaking / cleaning service of a multi-site College. To ensure that the day to day caretaking / cleaning related activities across college sites are carried out effectively and efficiently in line with College and Health & Safety policies and procedures and the needs of the college.

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To assist the Facilities Manager in supervising managing the caretaking service to maintain a high standard of cleaning and caretaking provision within all College buildings and external areas;
- To take responsibility as a designated College key holder for the security of College buildings and contents, exercising a high degree of vigilance and to report suspicious circumstances to the Facilities Manager.
- To be responsible for the completion of relevant cleaning risk assessments and COSHH documentation in conjunction with the Facilities Manager.
- To take responsibility for the ordering and maintenance of stock in line with College requirements and budget, to include uniforms, cleaning materials, supplies and buying and servicing of equipment;
- To liaise on a regular basis with the Facilities Manager in relation to the caretaking/cleaning operation, highlighting problem areas and suggesting areas for improvement;
- To work effectively, as part of the Facilities team to ensure the highest possible standards of service for students and staff, to meet the changing needs of the College;
- To communicate effectively with and work in close liaison with the Facilities team to ensure high standards of maintenance and upkeep of buildings;
- To communicate effectively with relevant staff across the college to ensure an efficient and effective service, and provide constructive service feedback, including external suppliers;
- To be fully conversant with and observe Health and Safety and Fire Regulations, to ensure hazards/defects are dealt with effectively and areas are maintained in line with Health Safety Regulations;
- To organise the disposal of confidential waste in close liaison with Departments and in Line with College procedures;
- To assist with the maintenance of public walkways ensuring areas are cleared litter and when required of snow and ice and are gritted in line with Health & Safety standards and College Procedures;

- You will be expected to be fully conversant with the college's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To play an active role in the College's appraisal scheme and staff development programme in line with the needs of the College;
- Any other duties commensurate with grade and status that may reasonably be expected.

### PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

#### ESSENTIAL REQUIREMENTS

- Trustworthy, honest and reliable;
  - Living in the locality;
  - Excellent knowledge and practical experience of cleaning, working with cleaning agents and equipment;
  - Good knowledge and practical experience on the security of buildings;
  - Willing to work flexibly around the changing needs of the College;
  - Ability to line manage staff
  - Good personal presentation;
  - Good interpersonal skills;
  - Effective communication skills with the ability to communicate effectively at all levels;
  - Excellent planning and organisation skills with the ability to prioritise and coordinate tasks effectively;
  - Ability to work on own initiative without close supervision;
  - Proven ability to effectively lead a team and lead by good example;
  - Ability to work effectively as a team member with a "can do" approach;
  - A good level of Health and Safety/security awareness;
  - Knowledge and experience of completion of basic risk assessments;
  - Physically fit with the ability to lift and carry College equipment;
  - Current clean driving licence and access to an appropriately insured vehicle;
  - Ability to drive minibus including hire vehicles as required;
  - Qualified First Aider or prepared to train for First Aid Certificate.
-

### **DESIRABLE REQUIREMENTS**

- Previous caretaking or cleaning services management experience;
  - Previous experience of managing staff
  - Computer literate with the ability to compile records including rota's, cleaning logs, and to assist other caretaking staff with completion of on-line training modules.
  - Practical knowledge/experience of planning, organising and delivering general DIY and/or painting and decorating;
-