

Post Title	Caretaking Assistant
Location	Craven College – Evolve based in Ripon
Rate of pay	Manual Workers Grade 2 £16,662 per annum Pro Rata to £5629 per annum
Hours	12.5 hours per week Flexible hours in line with the needs of the College
Responsible to	Facilities Manager and Evolve Manager
Special Conditions	<p>A full enhanced disclosure check will be required via the Disclosure &amp; Barring Service (DBS) for this post.</p> <p>This post is subject to a probationary period of 6 months upon successful completion of which the post will become permanent.</p>
Closing Date	Sunday 22 September 2019
Interview Date	tbc
Post No.	B926

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 offer a flexible cleaning service at Evolve (Ripon), ensuring all designated areas including premises and grounds, are cleaned to a high standard, in line with Health and Safety requirements.

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### 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 undertake cleaning duties as directed, using appropriate methods and cleaning equipment/materials;
  - To carry out the deep clean process during holiday periods, according to College requirements;
  - To work flexibly and in line with Health and Safety standards ensuring public walk ways are free from snow and gritting is carried out;
  - To adhere to the College Health and Safety standards and procedures, in line with Health and Safety regulations;
  - To be security conscious and take appropriate action in line with security procedures;
  - To support the Centre with opening up and locking procedures as required;
  - You will be expected to be fully conversant with and implement 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 participate in the College's appraisal scheme and undertake continuing professional development in line with the needs of the College;
  - Any other duties commensurate with grade and status as may reasonably be requested.
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### 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

- Honest and reliable;
- Have some cleaning work experience;
- Prepared to work flexibly to meet the needs of the College;
- Previous experience in a similar role;
- Able to communicate effectively;
- Able to work effectively both as part of a team and independently;
- Able to work on own initiative without close supervision;
- Health and safety/security conscious;
- Able to lift and carry materials and equipment.

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#### DESIRABLE REQUIREMENTS

- Have some knowledge of cleaning agents and equipment;
  - Have some cleaning work experience in an industrial/educational environment;
  - Knowledge/experience of general DIY and/or painting and decorating;
  - Knowledge of security procedures.
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