

Job advert

UTC South Durham Caretaker

Preparing students for outstanding STEM careers

NOR: up to 600 | **Age range:** 14-19 | **Start:** September 2016

Salary: NJC Local Government pay scale pt19 c£19k full time



Can you take care of our new school?

University Technical College South Durham opens in September 2016 and will be the first UTC in the North East. With a focus on advanced manufacturing and engineering it will be located on Aycliffe Business Park, County Durham. We'll provide an outstanding education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies.

The chance to create an innovative education establishment is very rare and this is an exciting opportunity to join us from the start; working within the organisation to support an outstanding experience for our students. You will be a key member of a small support team led by the Business Manager. As part of the support team you will focus on organising the UTC's caretaking services.

You will have experience of providing facilities support to the estates department of an organisation. You'll build positive relationships with staff, students and partners. You can demonstrate a knowledge of the practical requirements needed to deliver a customer service driven facilities department.

Our sponsors, Hitachi Rail Europe, Gestamp Tallent and the University of Sunderland, are committed to creating an outstanding school that will provide a talented young workforce for companies in the North of England. If you have the expertise and commitment to make a life-changing impact on our students then we'd like to hear from you.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.

Closing date: Noon on Monday 15 August 2016 | **Interviews:** Thursday 18 August 2016

To arrange an informal discussion, please email:
Jean Bell, Business Manager
jean.bell@utcsouthdurham.org

Further information and application form
downloadable from:
www.utcsouthdurham.org/vacancies

No agencies please.



**University
Technical
Colleges®**

Job description

UTC South Durham Caretaker

Job title:	UTC South Durham Caretaker
Employer:	South Durham UTC Trust
Responsible to:	Business Manager
Salary:	NJC Local Government pay scale pt19 c£19k full time

Under supervision of the Business Manager the Caretaker will be responsible for supporting UTC staff and students to safely access the building and its environment. As part of a small support team the Caretaker will provide the services below:

1. Support for students

- Support students to access the UTC environment in a safe manner.
- Facilitate the maintenance of all building management equipment and working space to ensure student health and safety.

2. Support for staff

- Assist UTC staff in respect to buildings management and access.
- Support the UTC to ensure that it is legally compliant in respect to all building management and health and safety requirements.
- Ensure equipment is maintained within service agreements.
- Oversee the safe storage and portage of deliveries into the UTC.
- Ensure asset and department inventories are accurate.
- Maintain and develop adequate booking system for caretaking services including moving of equipment and deployment of resources such as desks for teaching and learning.

3. Delivering support services

- Ensure health and safety compliance within the UTC environment.
- Ensure compliance with asset management requirements.
- Be responsible for keeping and updating records as agreed with the Business Manager, contributing to reviews of systems/records as requested.
- Support and facilitate the servicing of building management and security equipment.
- Assist the Business Manager in ensuring the cleanliness of the UTC environment and provide cleaning services throughout the normal working day of the UTC.
- Order, monitor and record stock of caretaking equipment and consumables.
- Assist in the deployment of resources to support events and visits through the caretaking help desk.
- Monitor contractor access including 'Permit to Work' and other documentation.
- Ensure that the UTC environment is kept to the highest level of health and safety operational cleanliness and readiness, including the scheduling of statutory testing eg legionella and fire alarms etc and management of waste.
- Assist in the review of policies, procedures and risk assessments as required.
- Act as lead Fire Marshal and liaise with fire personnel in respect to emergency procedures.
- Assist in maintaining hard play areas, car parks and paths.
- Assist in ensuring that all COSHH requirements are being met.
- Report any site security issues to the Business Manager.
- Assist with the use of the CCTV system to manage security.

- Be a key holder for the UTC and be on call for emergencies when the Business Manager and Principal are unavailable.

4. Working within the organisation

- Promote the UTC's values with staff, students and external agencies.
- Treat students as young adults, show them respect and earn theirs.
- Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach.
- Work with the Business Manager to critically evaluate the UTC's caretaking performance and influence changes.
- Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
- Be efficient with resources and mindful of waste to ensure value for money.
- Be accountable for safely carrying out the duties of the caretaking post.

5. Additional duties

- Act with integrity and ensure a high standard of care and safeguarding for all our students.
- Be aware of and comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
- Appreciate and support the role of other staff.
- Contribute to the overall ethos/aims and mission of the UTC.
- Act in compliance with data protection legislation in respecting the privacy of personal information.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC which may include minibuss driving and first aid.

Person specification

UTC South Durham Caretaker

Training and qualifications	Essential	Desirable	Evidence
Appropriate level two qualification	√		Sight
Appropriate health and safety qualification		√	Sight
Specialist training		√	Sight
Undertaken relevant CPD	√		Application
Able to drive a minibus (eg MIDAS training)		√	Application

Experience of providing support services	Essential	Desirable	Evidence
Experience of working in a school or educational environment		√	Application/reference
Experience of dealing with a wide range of facilities support tasks	√		Application/reference/interview
Contributed to the facilities management of an organisation	√		Application/reference/interview
Experience of customer service within facilities management		√	Application/interview

Professional knowledge and understanding	Essential	Desirable	Evidence
Knowledge of specific health and safety requirements in education establishments	√		Application/reference/interview
Good knowledge of building repairs and maintenance	√		Application/reference/interview
Knowledge of buildings management software		√	Application/reference/interview
Knowledge of cleaning requirements for the education sector		√	Application/reference/interview
Knowledge of risk assessment and permit to work requirements		√	Application/reference/interview
Awareness of basic grounds maintenance		√	Application/reference/interview
Awareness of manual handling techniques	√		Application/reference/interview
Knowledge of software to support the Business Manager		√	Application/reference/interview
Good working knowledge of the use of small industrial electrical and mechanical equipment	√		Application/reference/interview
Skilled in the use of ICT	√		Application/reference/interview

Personal qualities and skills	Essential	Desirable	Evidence
Honesty, integrity and professionalism	√		Reference/interview
Excellent interpersonal skills and builds positive relationships with staff, and students	√		Reference/interview
Able to organise, prioritise and meet deadlines	√		Reference/interview
Work efficiently and accurately	√		Application/reference/interview
Communicate well orally and in writing	√		Application/reference/interview
Possess the energy and drive to motivate staff	√		Reference/interview
Able to work as part of a wider team with a flexible approach to the role	√		Reference/interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Reference/interview
Willingness to take on responsibilities beyond previous experience with suitable support	√		Application/reference/interview
Willingness to act as key holder and be on call for emergencies	√		Application/reference/interview
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/reference/interview

Special requirements	Essential	Desirable	Evidence
No adverse criminal record	√		DBS check

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.