

Job Description

Position:	Caretaker
School/Service:	Facilities
Reference:	FAC-194/P
Grade:	Grade 3
Status:	Permanent
Hours:	Full-time (36.25 hours per week)
Reporting to:	Site Operations Supervisor

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.

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

Position: Caretaker		Reference: FAC-194/P	
School/Service: Facilities		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Willingness to undertake training to obtain appropriate qualifications	1	Application Form/ Documentation
1 b)	Clean and current driving licence	2	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Good interpersonal skills	1	Application Form/Interview
2 b)	Effective written and oral communication skills including on short-wave radio	2	Application Form/Interview
2 c)	Able to undertake minor repairs	2	Application Form/Interview
2 d)	Able to work under pressure	1	Application Form/Interview
3	Experience		
3 a)	Work experience in a service environment	1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Sympathetic and aware of stakeholder needs within the University	2	Interview
4 d)	Work efficiently as part of a team and use own initiative	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexible and travel as appropriate in order to meet the needs of the services	1	Interview
5 e)	Able to cope with the physical demands of the role	1	Medical Clearance
5 f)	Able to cover emergency call outs as required including Christmas cover rota	1	Interview
5 g)	Able to work consistently and flexibly across different sites as appropriate	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. Please note it is normally expected that a new appointee will commence at the bottom of grade.