

JOB DESCRIPTION

Post	Assistant Caretaker and Grounds Person
Hours	37 hours per week, full year (not term time only) Hours worked on a shift pattern dependant on the availability of other staff. This may involve working an early shift to open the College at 5.00 am, working normal hours or working a late shift finishing at 7.30pm. There will also be the requirement to occasionally work a Saturday/Sunday weekend shift to cover College lettings. On these weekends the post holder will be given the next two caretaking days off. These will be arranged with the Site Supervisor and, where possible, arranged in advance.
Grade	Spine Point 6 to 10
Salary	£25,558 to 27,733 per annum
Responsible to	Site Supervisor and Estates Manager
Closing date	Tuesday 21 st July 2026, midday

Purpose of the Post

Under the direction of the Site Supervisor, and as part of the Caretaking team, assist with the overall security and maintenance of the college site, grounds and buildings.

Main Responsibilities

1. As directed, to be responsible for carrying out security procedures for College buildings and grounds and the safeguarding of the contents. This includes locking and unlocking duties, opening and closing of College premises and grounds, patrolling the site to prevent trespass.
2. To be involved in ensuring adequate lighting and heating of the premises and where necessary report faults to the Site Supervisor and Premises Department.
3. To meet the reasonable needs and requests of all users and tenants of the building as is practicable and at all times adopt a courteous, responsive, flexible and tactful manner. To liaise as necessary with all staff and contractors and to maintain good working relationships.
4. To prepare rooms for College activities i.e. meeting rooms, exam desks etc. Subsequent clearing and cleaning duties arising from the use of the premises and specific to the caretaking needs of the College.
5. To take delivery of stores, materials and other goods, following 'goods in' procedures and conveying items to necessary points of distribution around the College site. General portorage duties.
6. To be in attendance during letting periods in accordance with the caretaker's rota system and as requested by Senior Managers, service the Letting in the prescribed manner according to the College Letting Policy. Assist with the supervision of car parking during the letting as necessary
7. To monitor and assist in the promotion and implementation of the College recycling policy.

8. Undertake minor repairs and maintenance tasks across the College site. Examples may include basic plumbing, HVAC upkeep, replacing light bulbs, painting and decorating (and associated preparation work), some basic joinery (shelving/door-locks, etc). Some tasks may require formal training on towers/MEWP.
9. Liaise with contractors working on the College site directing and supervising their presence and inspecting the work where there is a requirement to sign a completion certificate.
10. Maintain effective communication within the Premises team to ensure availability and rapid response to urgent situations.
11. Groundskeeping duties to include inspection of external grounds to ensure that all areas are safe for staff and students, support the sweeping of all hard surfaces and the emptying of external waste bins and litter picking when required, and carry out repairs and maintenance of external fixtures and fittings.
12. Gatekeeping support – assist duty staff in ensuring the safe arrival of staff and students, during the busy periods. Provide a visible presence on the College campus and control access where required, supporting vehicle deliveries to ensure the safety of pedestrian users at all times, escorting them as required.
13. To undertake other duties as may from time to time be required by the Principal or their designated senior manager, commensurate with the post.

Additional Information

- All administrative staff are employed as part of the general administrative/support services at the College and may, with due consultation and consideration be required to move to a different admin. section as and when needed in line with College needs.
- We are happy to discuss reasonable adjustments to enable candidates to perform the role.
- All duties must be carried out in accordance with relevant Health and Safety legislation and good practice.
- The post holder is required to work in accordance with both organisational and personal responsibilities for data protection as outlined in College policy documents.
- Annual salary will be in accordance with Sixth Form Colleges' Support Staff Pay Scale. Sixth Form College sector conditions of service apply which are very similar to schools' sector arrangements and salaries are reviewed by national negotiation with effect from 1st September each year.
- College support staff are eligible to join the national Local Government Pension Scheme.

Safeguarding

- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- All staff are expected to keep up to date with relevant College policies and procedures and attend annual safeguarding training.

Review

This is a description of the job as it is presently constituted. The above are the primary areas of responsibility and are not intended to be a comprehensive list of all administrative duties that are seen as part of the post.

The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Person Specification

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SPECIFICATION	ESSENTIAL	DESIRABLE
Education/ Training	<ul style="list-style-type: none"> • A good basic education to GCSE level or equivalent 	<ul style="list-style-type: none"> • H&SAW Training
Relevant Experience	<ul style="list-style-type: none"> • Basic DIY and maintenance and experience 	<ul style="list-style-type: none"> • H&SAW awareness • Previous security or gatekeeping experience • Previous experience in a similar role
Skills/ Aptitudes	<ul style="list-style-type: none"> • A confident and calm manner • Reliable and conscientious • Ability to work flexibly within a team • Willingness to work outdoors in all weather conditions • Ability to work independently and proactively • Physically fit and able to undertake the range of tasks entailed 	<ul style="list-style-type: none"> • Groundworks skills • Basic landscaping and gardening skills • Specific maintenance skills e.g., Plumbing, decorating, carpentry • Be a trained first aider, or willing to undertake a 3-day course and join the College first aid team.
Other requirements	<ul style="list-style-type: none"> • Flexible approach to working hours • Willingness to work during evenings and occasional weekends when required • Flexible approach to work and willingness to adapt to varied aspects of the role • A commitment to College good practice and to relevant legislation including equality and diversity, and safeguarding and promoting the welfare of young people • Commitment to the College's ethos and values 	<ul style="list-style-type: none"> • Interest in educational needs of students