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| **Post Title: Part time Caretaker (Lettings)** | **Grade: BR5** |
| **Department: Education, Health and Care Services** | **Division/Section: Adult Education**  |
| **Post No: 09166** | **Reports to: Head of Centre** |

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| **MAIN PURPOSE:** To undertake caretaking duties as required at adult education premises on a lettings basis. |

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| **SUMMARY OF RESPONSIBILITIES AND DUTIES:** **General**1. To inspect premises and identify those areas which require attention prior to the opening of the site.
2. To ensure the service’s portage needs are met, including, moving and setting up of furniture and equipment and supporting staff and learners who may require assistance with the portage of personal equipment and resources .
3. To provide lettings cover for caretaker at other adult education sites during periods of sickness or annual leave.

 **Security**1. To open and secure the premises to suit the needs of the lettings and report breaches of security to management.
2. To ensure valuable items of equipment are kept secured when not in use.
3. To prevent trespass, challenge the identity of unknown persons and where necessary, contact the police to assist
4. To check on the condition of the intruder alarm system, ensure all locks are in good working order and report any faults or concerns.
5. To provide front of house security cover during lettings, responding to customer and staff queries, supporting reception staff when required and helping to direct site users.
6. To report in to the designated manager at the end of an evening letting.

**Heating and Lighting** 1. To report any defects in the utilities services to the Head of Centre / designated manager.

**Fire precautions / Health and Safety** 1. To ensure that all fire exits and accessible escape routes are free from obstruction both inside and outside buildings
2. To identify potential fire hazards and eliminate as much as possible.
3. To ensure that the relevant health and safety guidelines are observed and that immediate action is taken where possible to avoid injury or damage.
4. To report to the Head of Centre on all matters pertaining to health and safety, including any defects or actions which may place at risk staff, students or visitors to the premises.

**Cleaning duties**1. To undertake designated cleaning duties where access to rooms permits, to help prepare the premises for the next working day.
2. To ensure there are frequent inspections and appropriate cleaning of the toilet areas.
3. To remove snow and spread salt to make safe access to the building during periods of inclement weather.

**Lettings**1. To ensure that prior to lettings, the premises are in a satisfactory state and the required furniture and equipment are place.
2. To be in attendance during the whole of a letting and as required carry out security patrols and secure the premises upon vacation by the hirer and/or adult education staff.
3. Reinstate the area hired once the hirer has left the premises.

**Other**1. Liaise with the Head of Centre over efficient use of premises and resources during lettings periods.
2. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the service.
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| **CONTACTS AND RELATIONSHIPS:** (customer focus, both internal and external)Internal – Managers, tutors, admin and support staff; providing specific information and support. Internal –Students and other site users, providing basic information and support.External – Hirers of premises requesting information, providing information.  |

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| **MANAGEMENT AND LEADERSHIP:**  |

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| **EQUALITIES:**Implementation of the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. |

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|  | **Date** | **Name** |
| 1. Date drawn up | May 2016 |  |
| 2. Given to Post holder |  |  |
| 3. Confirmed by Line Manager |  |  |
| 4. Evaluated |  |  |

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| **Post Title: Part time Caretaker (Lettings)** | **Grade: BR5**  |
| **Department: Education, Care and Health Services** | **Division/Section: Adult Education**  |
| **Post No: 01966** | **Reports to: Head of Centre** |

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| **SKILLS & ABILITIES**Able to work independently and as part of a teamIs customer focussedTo be self motivated and able to prioritise own workloadAbility to work under pressure A good level of written, numeric and oral communication skillsIT literate and able to use Word, internet and email. Is flexible and willing to acquire new skills and knowledge when so required for the job |

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| **KNOWLEDGE**Knowledge of the use and maintenance of fire equipment Knowledge of potential fire hazardsKnowledge of health and safety within the context of an adult learning environmentKnowledge of COSSH in relation to education establishments / public buildings.  |

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| **EXPERIENCE** Experience of working as a caretaker in a similar environment  |

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| **QUALIFICATIONS**Electrical TestingSafe working at heightsManual handlingFirst Aid at Work Fire safetyBasic Health and safety |

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| **SPECIAL REQUIREMENTS**Regular evening work and some Saturday work will be requiredWork at other adult learning sites may be required.  |