



Job Description

The job description gives an indication of tasks to be performed within a specific area

JOB TITLE: Caretaker/Security Guard (Temporary, part-time, variable hours)

Accountable to: Estates & Facility Manager.

JOB PURPOSE:

To ensure the college structure, fabric and fittings are maintained, repaired to provide a high-class working and studying environment. To be a registered keyholder for the college campus. To ensure that college campus is monitored in a professional manner, showing respect and politeness to all persons attending or visiting the college, whilst presenting a smart and reassuring presence to everyone at all times.

KEY TASKS:

- To deputise in the absence of the Estates & Facility Manager for the care of the college campus.
- To assist in the delivery of a safe and secure teaching and working environment under the direction of the site supervisor.
- Responsible for the opening and securing of the college buildings at the start of the day, during and the end of each day.
- Monitoring student conduct and taking appropriate action (when required) whilst on campus.
- Control of vehicle movement and parking whilst on campus.
- To undertake portering duties for deliveries.
- To undertake reactive and planned maintenance tasks to maintain the college services, fabric and environment.
- To assist the estates team in the monitoring and checking of the heating, cooling, ventilation, hot and cold water services on the campus.
- To assist in the clearing of snow during inclement weather and to maintain, when required, clear routes around the college for students, visitors and staff.
- To undertake escort duties of visitors, contractors and others when requested
- To assist with fire, bomb or other evacuation of the campus in the event of an emergency, as directed by the site supervisor (or incident controller).
- Setting out of classroom and exam furniture.
- Any other duties that are in accordance with the purpose, grade of the post as agreed with the director of operations.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment