



WORK AT SHIPLEY COLLEGE

Caretaker

Shingley College - Great people, great place!

Hours: Full time post, 37 hours per week

Salary: £22,822 per annum

Closing Date: Thursday 6th March 2025 at 9am

Interview Date: TBC

Start Date: ASAP (subject to satisfactory pre-employment checks)

The role requires the successful candidate to work a two week shift pattern in order to cover the opening and closing of College premises. The shift to open buildings starts at 6.30 am and the shift to close buildings is dependent on the assigned building and College term dates.

The successful candidate must possess the necessary qualifications, skills, and/or experience to deliver the job.

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> • Holiday 21 days plus 15 Bank holidays and College closure days • Pension contributions • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app <p>*qualifying period applies</p>	<ul style="list-style-type: none"> • Maintains the College premises ensuring they are safe and presentable • Responsibility for maintaining the security of the College’s multi-site premises • Be responsible for dealing with any hazards reported and making sure it is safe for the learners, staff and visitors • Responsibility for opening and closing of site

How to Apply: Application forms can be obtained from www.shingley.ac.uk. Completed applications should be submitted to jobs@shingley.ac.uk

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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Job Description

JOB TITLE	Caretaker
RESPONSIBLE TO	Premises Manager

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF JOB

Under the direction of the Premises Manager, you'll help provide excellent customer service to everyone using the College. You will be responsible for the security of the College's buildings to which you are allocated, including their contents. Duties include user security, general cleaning, portorage, light maintenance work and van driving (if holder of a clean driving licence). The successful candidate will be able to work shifts, regular weekends and attend College at short notice (out of normal hours) as a key-holder.

DUTIES AND RESPONSIBILITIES

- To act as a Key Holder and to operate the key distribution and control system ensuring the security of buildings, its contents and users.
- To provide a security role with respect to all users of the College's Campus. Following training to challenge, monitor and record incidents of inappropriate behaviour and liaise closely with the Security & Support Officers.
- To be familiar with the Student Disciplinary Procedure.
- To liaise with College staff on a daily basis.
- To liaise with cleaning staff and monitor the cleaning process on a daily basis.



- To take care of the heating plant, boilers and equipment (following training).
- To carry out your responsibilities (following training, if applicable) with regard to risk assessments, manual handling, working at height and COSHH.
- To carry out portage duties within and between College buildings including the distribution of photocopying as directed by the Premises Manager.
- To check goods against delivery notes and assist the Premises Manager in the maintenance of stock.
- To prepare rooms for teaching etc. eg: arranging furniture, acquiring equipment and checking temperature.
- To undertake minor repairs, decorating and routine maintenance such as, drain maintenance and door maintenance, after training.
- To undertake cleaning duties, including external areas and areas adjacent to College buildings.
- To maintain various recording books (e.g. meter readings, visitors book, keys distributed).
- To become a College First Aider, following training.
- To keep first aid boxes stocked.
- To implement the College's procedures with respect to parking and to periodically act as a Steward as required at events such as Open Days, Conferences etc.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Good standard of English and maths to perform function of role
Previous experience as a caretaker or similar role
Knowledge of Health & Safety legislation, including good practice in relation to caretaking
Good organisational skills, including the ability to adapt to changing workload demands and new workplace challenges with minimal supervision
Self-motivation and personal drive to complete tasks within set timescales, and to the required quality standards
Ability to undertake all the physical aspects of the job, including the use of relevant equipment
Willingness to be flexible in relation to working hours
Commitment to attend to site in an emergency
Ability to communicate effectively by phone, radio, in person and by email
Ability to project a positive image for the College

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Previous experience in a customer service role or relevant customer service qualification
Awareness and understanding of working within a College environment
Ability to work within a teamwork and to use initiative
Excellent communication skills
Creative approach to problem solving
Full Clean Driving Licence
Ability to use initiative

N.B. *A Level 3 Award in Education and Training within the first year of appointment and a full teaching qualification must be achieved within 5 years

DESIRABLE CRITERIA



In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity & Inclusion

Knowledge or experience of Safeguarding

Knowledge of the PREVENT agenda

Message from the Principal





Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

99% agreed with the statement: **"I am happy with the teaching on my course"**

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

98% of students agreed with the statement: **"I am happy with the College overall"**

