

<b>POST:</b>	<b>CARETAKER</b>
<b>SALARY:</b>	<b>£27,132 - £28,423 (H4)</b>
<b>HOURS:</b>	<b>FULL TIME / SHIFT PATTERN</b>
<b>RESPONSIBLE TO:</b>	<b>SITE MANAGER / SLT LINE MANAGER</b>

### **Job Outline**

Working under the direction of the Site Manager / SLT Line Manager to ensure the college is secure, safe and fit for purpose.

### **Job Description**

Working with students and staff

- To keep classrooms, corridors, common areas, toilets, offices and any other designated areas clean and tidy.
- Handyman duties including repairs, DIY and non-specialist decorating
- To make sure changing rooms are kept locked, cleared and swept
- Litter pick the grounds on a daily basis ensuring the grounds are safe
- Take delivery of goods
- Carry out porterage duties within the college
- Clean areas of the college during the day, including toilets, and also undertake emergency cleaning due to accidents, illness, vandalism, building and equipment failure
- Empty recycling boxes into blue bins
- Make sure all toilets have stock of toilet roll
- Routine Health & Safety checks as required

Other

- To undertake out of hours duties pertaining to facilities hire, for which additional payments will be made, ensuring that the facilities are open and available and that the hirers are meeting the expectations of Freman facilities hire.
- To attend Team meetings
- To participate in training and other learning activities, and in performance management and development, as required by the college's policies and practice

### **Other tasks as required**

- To invigilate exams
- Minibus driving (training given)

## **General responsibilities**

- ◆ To build and maintain successful relationships with students, treating them consistently with respect and consideration
- ◆ To encourage and model positive behaviour in line with the college's behaviour policy and demonstrate high expectations of work and behaviour
- ◆ To work as part of a flexible and supportive team to further the ethos of the college
- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- ◆ to contribute to and support the overall aims and ethos of the college.

## **Person Specification**

- ◆ An ability to build good working relationships with both students and adults
- ◆ Good organisational skills
- ◆ Enjoy working with and have an interest in young people
- ◆ Good literacy, numeracy and ICT skills
- ◆ Ability to work with a minimum of supervision and within a team
- ◆ An ability to carry out minor repairs, painting, decorating and basic grounds work

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

March 2026