

#TRANSFORMINGLIVES

Recruitment Pack
Caretaker/Maintenance Operative



Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – we are 175 years old. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 175 years – and beyond.

Times are exciting for the College with opportunities for further growth and development. Currently, we have £7m of investment coming into the College from a wide variety of sources including two Town Deal projects with partner organisations.

We moved into our current premises in 2011 and sit in an environment, which is high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected of all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Combined Authority. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- **The job description and person specification.**
- **The College's approach to recruiting ex-offenders.**
- **Reasons to work at the College**
- **The College's mission, expectations and behaviours**



Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education



Job Description:

Post Title: Caretaker/Maintenance Operative

Reporting To: Head of Facilities

Salary: £26,239.68 per annum plus 14% shift allowance

Hours: Full time, 39 hours per week **Holiday:** 29 days plus bank holidays

The Specific Nature of the Role

This is a hands-on role to work as part of the Facilities team at Hartlepool College of Further Education, the post holder will be involved in all aspects of building maintenance, from carrying out small repairs to escorting third-party contractors to any issues within our two college buildings. This position entails working on a shift system which can be varied from time to time to suit the needs of the organisation.

Main Duties and Responsibilities

The job holder will be responsible for:

- Security of the main building, annexes and car parks. Along with other key holding duties this will include unlocking in the morning to allow cleaning staff entry and locking up at the end of the day and at other times as instructed.
- When necessary, clean and maintain cleanliness standards of college buildings. Cleaning and sweeping surrounding areas of college sites as required [car parks etc].
- Handle Building management systems and portals for checking issues and jobs requiring
- Moving furniture and equipment. Setting up for events etc
- Accepting delivery of goods if required; together with any other duties necessary to carry out the Goods Delivery procedures satisfactorily.
- Monitor car parking issues and maintain the car park equipment.
- Act as the “first-line” in security breaches and dealing with conflict. Undergo training in security related issues, responses and dealing with conflict.
- Ensure general waste is collected and disposed in accordance to waste management standards. Monitor skip use and report breaches and when exchanges are necessary.
- Perform general maintenance/minor works, routine and scheduled maintenance internally and externally. This could include basic plumbing, joinery, electrical work (electrical - within your capabilities and competence), alongside regular painting & decoration work. Large scale cleaning duties – carpet cleaning, flooring etc . Liaising with contractors and report if further attention is required to maintain the high standards of appearance to the buildings and grounds.
- Deal with building evacuations and emergency situations such as fire alarms and dealing with the fire brigade and other emergency services.
- Handling building management systems such as emergency and security equipment.
- Complete work permits, supervise contractors and assist if necessary.
- “On call” duties out of hours in cases of emergency.

- May be required for time to time, to work evenings, weekends and/or unsociable hours.
- To promote and implement the policies of the corporation to ensure the efficient operation of its business and the welfare and interests of its students and employees.
- To perform such duties consistent with the position as may from time to time, assigned by the Principal



Person Specification

Post Title: Caretaker/Maintenance Operative

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1. Fit in with the College's behaviour expectations and ethos	E	i,iii
2. Experience of caretaking or premises operations, building cleaning or building operations	E	i,iii
3. Knowledge of security systems	D	i,iii
4. Ability to effectively liaise with staff, students and members of the public	E	i,iii
5. Knowledge of Health and Safety Act and associated regulations.	E	i,iii
6. Good IT skills in MS Office and ability to use various online portal and platforms	E	i,iii
7. Ability to prioritise conflicting demands and requests	E	i,iii
8. Ability to use own initiative when problem solving	E	i,iii
9. Able to handle potential emergency situations in a calm and ordered way	E	i,iii
10. Effectively contribute to and support the facilities team	E	i,iii
11. Willing to work outside normal hours if required, i.e. emergencies and overtime	E	i,iii
12. Willing to undergo relevant training as required; able to understand and apply regulations - such as health & safety, manual handling regulations etc.	E	i,iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview