

ROLE PROFILE

Role Profile			
Job Title	Caretaker		
Section	Estates	Department	Business Support
Reports to (Job Title)			
Suitable for Job Share (Y/N)	N	If no, state reason	Requirement to provide a consistent service to customers
Location	Various	Shift Pattern	Office hours as per company terms and conditions

Job Purpose	<ul style="list-style-type: none"> • The Caretakers form an integral part of our front-line Estates team. • Responsibilities include: <ul style="list-style-type: none"> • Line management of local cleaning staff and delivery of cleaning activities in accordance with the prescribed site standards. • Upkeep and general care of the buildings and grounds. • To carry our regular compliance checks, including Fire Alarm checks, ladder inspections and all other compliance related activities to support the safe operation of our sites. • General maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers, repainting of doors and walls, hanging shelving (This list is not exhaustive, but should be treated as an example of the level and type of tasks that may be required) • Report and log any defects of building, furniture, fittings and equipment and report any that which is beyond the competence and responsibility of caretaking staff • Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note. • Ensure that all refuse is disposed of promptly and stored away from the main building • Ensure that a clear passage is maintained on fire escape routes and the fire doors and exits are compliant and reporting any access issues to the responsible person • Opening and closing, unlocking and locking of gates and buildings as required. • Key holding duties for a variety of sites, being a contact point in an emergency callout situation. Including responding to out of hours alarm call out liaising with the security monitoring service and the police if required. • To give access to contractors during school holidays and weekends if required • Carry out regular grounds maintenance activities as required by the various sites supported.
--------------------	--

Key Competencies and Output	<ul style="list-style-type: none"> • Good communication skills • Good knowledge of basic DIY skills • Ability to carry out general repairs • Be able to work flexibly • Be able to work on own initiative • Excellent interpersonal skills
Experience, Knowledge, Skills and Qualifications	<ul style="list-style-type: none"> • Experience of caretaking or experience of premises management, building cleaning or building maintenance in a school environment • Level 3 certificate in Property Caretaking and Facilities Supervision- Desirable or proven experience in a multi trade environment. • Basic use of IT equipment including email • A full clean UK driving licence is essential as travel between sites is required. • Enhanced DBS
Corporate Standards	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>