

# **Job Description**

## **King Edward VI College Site Foundation**

### **Caretaker**

#### **August 2017**

### **Context**

The King Edward VI College Site Foundation is a registered charity (number 307525) which holds King Edward VI School, otherwise known as The Mansion House, Totnes on charitable trust. The Mansion is located on Fore Street in central Totnes (TQ9 5RP). It is a Grade 2\* listed building. It contains offices for a range of tenants, workshop and meeting spaces, art and craft studios, nursery, café and library.

The Foundation is a registered charity with the following objective *...the provision of facilities for the promotion of further education for the inhabitants of Totnes, and subject thereto for meeting, lectures, classes, physical exercise and other forms of recreation and other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the said inhabitants.*

Previously the Mansion was run by Devon County Council. In January 2017, Totnes Community Development Society (a not for profit community-led organisation) became sole Trustee of the Mansion and Devon County Council resigned its role.

With a complex building layout and diverse range of users with differing needs, and opening seven days a week, the trustees are developing the buildings infrastructure to ensure it can meet its charitable objectives into the future.

### **Personal Requirements**

A hard-working, honest, dependable, self-motivated person to act as caretaker/cleaner, willing to uphold the ethos and support the aims and values of King Edward VI College Site Foundation.

### **Duties and Responsibilities**

#### **Security**

- Opening and closing, unlocking and locking the Mansion
- Unsetting and setting of the alarm system
- Responding to, and resetting of, the alarm, liaising with the police and alarm company.
- Checking and securing the Mansion subsequent to out of hours intruder alarm activation
- Overall security of the Mansion including the locking of all windows, doors and gates.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

#### **Cleaning**

Cleaning duties will include the following:

- To clean designated areas of the Mansion to the highest possible standards
- Mopping and buffing hard floor surfaces
- Buffing and maintaining flooring
- Vacuuming carpeted areas
- Wiping, polishing, dusting of designated areas
- Spot cleaning of spillages
- Emptying and cleaning bins

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- Cleaning of toilets and toilet areas, and replenishment of paper towels, toilet rolls and other disposables.
- Cleaning of internal glass, internal and external door glass and internal side of external windows
- Cleaning of external windows at ground level as necessary
- Straightening furniture and general tidying up of designated areas
- Upkeep and general care of the Mansion
- Unlocking and re-locking bins in preparation for pick-up
- Ensuring that external rubbish is stored appropriately
- To empty internal and external communal rubbish bins daily and work with tenants and hirers on recycling initiatives.
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Routinely clean lamp shades and light diffusers (strip lights).
- Carry out periodic cleaning of all internal surfaces
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off

## **Management**

- Be responsible for monitoring and ordering cleaning supplies and equipment
- Noting, monitoring and reporting any defects in the Mansion to the Trustees of King Edward VI College Site Foundation.

## **Reporting**

This role reports directly to the Systems Administrator of Totnes Community Development Society and the Chair of Trustees of King Edward VI College Site Foundation. In addition to working in direct contact and with the support of the Systems Administrator and Trustees as required.

## **Hours of Work**

The working week will be up to 37 hours with a requirement to be on the school premises to open up (7am) and lock up (10pm) on a shift basis.

The Mansion will be the main place of work and as a building open seven days a week, caretaking staff are required to work on a rota basis to cover the core hours required for servicing the facilities. Reasonable flexibility will be required on certain occasions when meetings, building work, functions etc are held at the Mansion and to enable smooth running of facilities in the case of planned or unplanned absence of other staff

There will be an entitlement to 25 days holiday pro rata.

## **Remuneration**

The post has a salary of £18,500 per annum pro rata.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

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## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding Commitment

King Edward VI College Site Foundation is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment:

- An enhanced DBS clearance is an essential requirement
- A job offer will be subject to a satisfactory full medical check

	Person Specification		Evidence
	Essential	Desirable	
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Willingness to undertake induction training</li> <li>• Willingness to participate in ongoing training</li> <li>• Willingness to gain first aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 1 and 2 in Cleaning and Support Services or equivalent</li> <li>• First aid certificate</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Caretaking and cleaning in a similar environment</li> </ul>		Application Form Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Must have a flexible approach to working hours, especially to working evenings and weekends and covering holidays and sickness during week days</li> <li>• Ability to work as part of a team</li> <li>• Ability to work in accordance with the Foundations health and safety policies and the code of safe working practice</li> <li>• Ability to work to deadlines</li> <li>• Ability to work on own initiative</li> <li>• Ability to lift and carry items</li> <li>• Ability to demonstrate a practical approach to problem solving</li> <li>• Ability to communicate well with people from all backgrounds</li> <li>• Ability to respond calmly to emergencies</li> </ul>		Application Form Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of health and safety procedures and regulations, eg COSHH</li> <li>• Knowledge of moving and handling procedures</li> <li>• Knowledge of cleaning procedures required to meet specified standards</li> </ul>		Application Form Interview

<b>Work Circumstances</b>	<ul style="list-style-type: none"><li>• To be able to be the main key holder on occasions and attend to rapid response “call outs” outside normal working hours</li><li>• To have a flexible approach to working hours</li><li>• Willingness to participate in development and training opportunities</li></ul>		<b>Application Form Interview</b>
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