

Job Description

King Edward VI College Site Foundation

Facilities Support 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 Facilities Support Caretaker, willing to uphold the ethos and support the aims and values of King Edward VI College Site Foundation.

Duties and Responsibilities

Security

Undertaking regular tasks and duties to ensure security processes are maintained across the Mansion site and grounds:

- 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.
- Register as main Key Holder and be the first point of contact in an emergency callout situation.
- Overall security of the Mansion including the locking of all windows, doors and gates

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- 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.

General

Upkeep and general care of the Mansion and grounds. Including the following tasks:

- Sweep the courtyard, pick up litter and be responsible for the removal of all debris from paths, flowerbeds and all entrances.
- Ensure upkeep of planted areas.
- Undertake routine inspections of the site including daily, weekly, monthly, and other regular maintenance checks.
- Maintain computerised records of all regular checks and readings undertaken.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Directing 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.
- General portering duties and moving of furniture.
- Attending to lettings as required - opening, closing and general duties
- Preparation of rooms for sessional bookings and functions as required.
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Ensure that clear passage is maintained on fire escape routes.
- Open inspection chambers. Check all gullies and gratings are free from silt and debris and that water discharges freely.
- Clear rainwater goods of debris and ensure overflows are clear. Rod if necessary.
- Test fire alarms weekly. Maintain test register.
- Report any defects of building, furniture, fittings and equipment to the Trustees of King Edward VI College Site Foundation.
- Regular check of roofs for pooling, debris, plant growth etc.
- Regularly check and clean soffits, bargeboards and external lights.
- Keep all hard surfaces free of moss and weeds.
- Make safe any hazards and ensure that the area is cordoned off.
- Undertake any day to day cleaning of spaces not covered by Cleaner Caretaking staff.

Management

Noting on and actioning day to day space management, effective monitoring and reporting on the running of the Mansion building and grounds, including the following:

- Reporting defects in the Mansion to Trustees of King Edward VI College Site Foundation
- Meet regularly with the Trustees re: Health and Safety issues and building maintenance
- Monitor the work of contractors working on site
- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read Gas, Electric and Water metres as required

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- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes
- Utilise risk assessments to ensure own work is undertaken accordingly and report to line-management incidents where adjustments to building systems needs reviewing.

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 35 hours with a requirement to be on the school premises to open up (7am) and lock up (10pm), and act as “on-call” 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.

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

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	Person Specification		Evidence
	Essential	Desirable	
Education & Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Willingness to undertake induction training • Willingness to participate in ongoing training • Willingness to gain first aid certificate 	<ul style="list-style-type: none"> • First aid certificate 	Application Form
Experience	<ul style="list-style-type: none"> • Handy person or DIY experience 	<ul style="list-style-type: none"> • NEBOSH or IOSH qualification • Caretaking in a similar environment 	Application Form Interview
Skills & Abilities	<ul style="list-style-type: none"> • Must have a flexible approach to working hours, especially to working evenings and weekends and covering holidays and sickness during week days • Ability to work as part of a team • Ability to work in accordance with the Foundations health and safety policies and the code of safe working practice • Ability to work to deadlines • Ability to work on own initiative • Ability to undertake general building maintenance • Ability to lift and carry items • Ability to demonstrate a practical approach to problem solving • Ability to communicate well with people from all backgrounds • Ability to respond calmly to emergencies 		Application Form Interview
Knowledge	<ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, eg COSHH • Knowledge of moving and handling procedures • Willingness to develop knowledge of ICT and other specialist equipment resources 		Application Form Interview
Work Circumstances	<ul style="list-style-type: none"> • To be able to be the main key holder on occasions and attend to rapid response “call outs” outside normal working hours • To have a flexible approach to working hours • Willingness to participate in development and training opportunities 		Application Form Interview