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| **JOB DESCRIPTION** | FC Logo purple and core values.GIF |

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| **POST:** | **Estates Operative (Caretaker)** |
| **GRADE:** | SS2 |
| **RESPONSIBLE TO:** | Estates Services Manager |
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| **GENERAL OVERVIEW** | |

1. This position is a shift work role across all Fareham College Group sites providing the highest standards of customer service in a general caretaking capacity to all College staff, students and visitors. It rotates between the main campus at Bishopsfield Road, Fareham (BRC) and CEMAST at Lee on The Solent but also serves any other Outreach Site operated by The Fareham College Group. Currently these are Salon 141, Gosport High Street, Unit 810, Fareham Reach Industrial Estate and a shop in Fareham Town Centre although these will change over time. Main duties are detailed below and a person specification is at Annex A.
2. It is a full time position at 37 hours per week however the actual hours worked each week depend on the site, the shift operated and whether the shift includes a Saturday. All seven days of the week are to be considered working days but Sundays are not routinely scheduled for opening. Estates Operatives will be scheduled to work 4 Saturdays in every 10. The College may at times increase the weekly hours worked to 40 hours per week which can be on any of the seven days of the week. The rotation and schedule of shifts follow a 10 week cycle of 370 hours.
3. There are 3 shifts based across 2 main sites and timings vary to align with the scheduled curriculum and College calendars. These are:
   1. Early BRC and Early CEMAST.
   2. Late BRC and Late CEMAST.
   3. Day BRC Only – Individual leave is only to be taken while on this shift or by exchange with the day shift team member.
4. Full details of shifts are provided at Annex B to this Job Description, however these are subject to change to suit the College’s needs.

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| **MAIN DUTIES** |

1. Building and Site Operation:
   1. Operate mechanical and electrical systems.
   2. Operate plant rooms.
2. Provide a Cleaning service:
   1. Clean up body fluids.
   2. Janitorial cleaning at CEMAST.
   3. Clear internal litter.
3. Provide an emergency response:
   1. Support and assist Emergency Services.
   2. Support evacuations and lock downs.
   3. Provide first aid.
   4. Remove trapped persons from lifts.
4. Provide Grounds Maintenance:
   1. Tidiness, sweeping/cleaning and bin/ash tray emptying in all external areas.
   2. Seasonal cleaning/treating (Leaves, snow, ice etc.).
   3. Car park monitoring and management tasks.
5. Lifting and carrying:
   1. Manual handling of college property such as furniture.
   2. Forwarding/collecting items and packages to/from departments.
6. Maintenance:
   1. Preventative maintenance and site statutory checks as per schedule.
   2. DIY repairs as directed (Examples are: Changing light tubes; unblocking drains; hanging frames; furniture repairs etc.)
   3. Respond to Estates Requests, layouts/lettings and unanticipated arisings as directed.
   4. Maintenance of departmental tools and equipment including stock holdings.
   5. Conduct Portable Appliance Testing.
7. Security:
   1. Estate opening and closing including alarm setting/unsetting as necessary.
   2. Support to staff/students working outside of normal teaching hours.
   3. Attend incidents and support staff in resolving conflict with students and visitors.
   4. Maintain College discipline requirements including property care and behaviour of personnel on site.
   5. Maintain security of College property entrusted in departmental care.
   6. Operate CCTV and a hand held radio.
8. Undertake such other duties as may be reasonably required of you commensurate with the grade at your place of work or at any of the other College sites determined by the Principal.
9. To adhere at all times to College policies, to comply with all legislation relevant to the post, including Health & Safety legislation. Attend training as required by Line Manager or any other College Manager.
10. The post holder is required to participate in regular appraisals with the line manager.
11. The post holder should live within a 30 minute drive of the College and must ensure they have a reliable means to travel to their place of work at the appropriate time.
12. The post holder is required to wear College provided uniform when on site.

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| **SAFEGUARDING AND PROMOTING WELFARE OF CHILDREN**  All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Fareham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College’s policies which safeguard and promote the welfare of children, and adhere to their guidelines. |
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| CONDITIONS OF SERVICE The Conditions of Service, which apply to this Post and other detailed information, is available from the Human Resources Department.  This job description is not exhaustive but outlines the main features of the post. It may vary as the post evolves without affecting the nature of the duties and the responsibility level. In consultation with you, it is liable to variation. |

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| **PERSON SPECIFICATION** | FC Logo purple and core values.GIF |

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| **POST:** | | **Estates Operative (Caretaker)** | | |
| NO. | | CRITERIA | ESSENTIAL/DESIRABLE | HOW ASSESSED |
| **QUALIFICATIONS** | | | | |
| 1 | Current driving licence Cat B | | Essential | Application Form & Certificates |
| 2 | Current driving licence Cat D | | Desirable | Application Form & Certificates |
| 3 | MIDAS Trained. (Training provided) | | Desirable | Application Form & Certificates |
| **EXPERIENCE & KNOWLEDGE** | | | | |
| 1 | Security skills – Marshalling and conflict management. (Training provided) | | Essential | Application Form & Interview |
| 2 | Plumbing – Appropriate Skills | | Desirable | Application Form & Interview |
| 3 | Carpentry – Appropriate Skills | | Desirable | Application Form & Interview |
| 4 | Decorating – Appropriate Skills. | | Desirable | Application Form & Interview |
| 5 | General DIY – Appropriate Skills | | Essential | Application Form & Interview |
| **SKILLS & COMPETENCIES** | | | | |
| 1 | IT Skills – Appropriate Skills MS Office and Outlook. | | Essential | Application Form & Interview |
| 2 | Ability to be tactful and deal with confrontation | | Essential | Application Form & Interview |
| 3 | Excellent customer service skills - good at dealing with people of all ages | | Essential | Application Form & Interview |
| **PERSONAL QUALITIES** | | | | |
| 1 | Ability to work unsupervised. | | Essential | Application Form & Interview |
| 2 | Ability to follow College procedures | | Essential | Application Form & Interview |
| 3 | Be able to work as a team member | | Essential | Application Form & Interview |
| 4 | Have a flexible and proactive attitude to work | | Essential | Application Form & Interview |
| **OTHER** | | | | |
| 1 | Level of physical fitness to suit job description | | Essential | Interview |

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| **FOR SIGNATURE BY APPOINTED EMPLOYEE:** |

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| **I hereby confirm my agreement to the job description for my role as set out above** | | | |
| **Print Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

ANNEX B TO

ESTATES OPERATIVE JD

DATED 31 MAR 15

**ESTATES OPERATIVE – TYPICAL SHIFT PATTERNS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Shift | Timings | Staffing | Hours | Comments |
| Early BRC Monday | 0700 - 1400 | 1 | 6.5 (0.5 lunch) | Team Meeting |
| Late BRC Monday | 1300 – 1930 | 1 | 6.0 (0.5 lunch) | Team Meeting |
| Early CEMAST Monday | 0700 - 1400 | 1 | 6.5 |  |
| Late CEMAST Monday | 1330 – 1930 | 1 | 5.5 |  |
| Day Monday (BRC) | 0900 - 1700 | 1 | 7.5 (0.5 Lunch) | Timings may vary to meet curriculum and College calendar |
| Early BRC Tue-Thur | 0700 – 1430 | 1 | 21.0 (1.5 lunch) |  |
| Late BRC Tue-Thur | 1400 – 2130 | 1 | 21.0 (1.5 lunch) |  |
| Early CEMAST Tue-Thur | 0700 – 1430 | 1 | 21.0 (1.5 lunch) |  |
| Late CEMAST Tue-Thur | 1400 – 2130 | 1 | 21.0 (1.5 lunch) |  |
| Day Tue-Thur (BRC) | 0900 - 1700 | 1 | 22.5 (1.5 Lunch) | Timings may vary to meet curriculum and College calendar |
| Early BRC Friday | 0700 – 1400 | 1 | 6.5 (0.5 lunch) |  |
| Late BRC Friday | 1330 – 1930 | 1 | 5.5 (0.5 lunch) |  |
| Early CEMAST Friday | 0700 – 1400 | 1 | 6.5 (0.5 lunch) | Team Meeting |
| Late CEMAST Friday | 1300 – 1800 | 1 | 5.0 (no lunch) | Team Meeting |
| Day Friday | 0900 - 1630 | 1 | 7.0 (0.5 Lunch) | Timings may vary to meet curriculum and College calendar |
| Saturday BRC | 0900 – 1700 | 1 | 8 | 2 every 10 weeks Early BRC week |
| Saturday CEMAST | 0900 - 1700 | 1 | 8 | 2 every 10 weeks Early CEMAST week |
| Total Hours Early BRC |  |  | 34.0 |  |
| Total Hours Early CEMAST |  |  | 34.0 |  |
| Total Hours Late BRC |  |  | 32.0 |  |
| Total Hours Late CEMAST |  |  | 32.0 |  |
| Total Hours Day BRC |  |  | 37.0 |  |
| Total Person Hours per 10 week cycle for 5 people |  |  | 1850 |  |

**ESTATES OPERATIVE – TYPICAL SHIFT ROTATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week | BRC AM/Sat 34+8 | BRC PM 32.5 | CEMAST AM/Sat 34+8 | CEMAST PM 31.5 | BRC Day 37 |
| 29/06/2015 | Operative 1 | Operative 2 | Operative 3 | Operative 4 | Operative 5 |
| 06/07/2015 | 2 | 1 | 4 | 3 | 5 |
| 13/07/2015 | 1 | 5 | 3 | 2 | 4 |
| 20/07/2015 | 5 | 1 | 2 | 3 | 4 |
| 27/07/2015 | 4 | 5 | 1 | 2 | 3 |
| 03/08/2015 | 5 | 4 | 2 | 1 | 3 |
| 10/08/2015 | 4 | 3 | 1 | 5 | 2 |
| 17/08/2015 | 3 | 4 | 5 | 1 | 2 |
| 24/08/2015 | 2 | 3 | 4 | 5 | 1 |
| 31/08/2015 | 3 | 2 | 5 | 4 | 1 |
| 07/09/2015 | 2 | 1 | 4 | 3 | 5 |
| 14/09/2015 | 1 | 2 | 3 | 4 | 5 |
| 21/09/2015 | 5 | 1 | 2 | 3 | 4 |
| 28/09/2015 | 1 | 5 | 3 | 2 | 4 |
| 05/10/2015 | 5 | 4 | 2 | 1 | 3 |
| 12/10/2015 | 4 | 5 | 1 | 2 | 3 |
| 19/10/2015 | 3 | 4 | 5 | 1 | 2 |
| 26/10/2015 | 4 | 3 | 1 | 5 | 2 |
| 02/11/2015 | 3 | 2 | 5 | 4 | 1 |
| 09/11/2015 | 2 | 3 | 4 | 5 | 1 |
| 16/11/2015 | 1 | 2 | 3 | 4 | 5 |
| 23/11/2015 | 2 | 1 | 4 | 3 | 5 |
| 30/11/2015 | 1 | 5 | 3 | 2 | 4 |
| 07/12/2015 | 5 | 1 | 2 | 3 | 4 |
| 14/12/2015 | 4 | 5 | 1 | 2 | 3 |
| 21/12/2015 | 5 | 4 | 2 | 1 | 3 |
| 28/12/2015 | 4 | 3 | 1 | 5 | 2 |
| 04/01/2016 | 3 | 4 | 5 | 1 | 2 |
| 11/01/2016 | 2 | 3 | 4 | 5 | 1 |
| 18/01/2016 | 3 | 2 | 5 | 4 | 1 |
| 25/01/2016 | 2 | 1 | 4 | 3 | 5 |
| 01/02/2016 | 1 | 2 | 3 | 4 | 5 |
| 08/02/2016 | 5 | 1 | 2 | 3 | 4 |
| 15/02/2016 | 1 | 5 | 3 | 2 | 4 |
| 22/02/2016 | 5 | 4 | 2 | 1 | 3 |
| 29/02/2016 | 4 | 5 | 1 | 2 | 3 |
| 07/03/2016 | 3 | 4 | 5 | 1 | 2 |
| 14/03/2016 | 4 | 3 | 1 | 5 | 2 |
| 21/03/2016 | 3 | 2 | 5 | 4 | 1 |
| 28/03/2016 | 2 | 3 | 4 | 5 | 1 |
| Week | BRC AM/Sat 34+8 | BRC PM 32.5 | CEMAST AM/Sat 34+8 | CEMAST PM 31.5 | BRC Day 37 |
| 04/04/2016 | 1 | 2 | 3 | 4 | 5 |
| 11/04/2016 | 2 | 1 | 4 | 3 | 5 |
| 18/04/2016 | 1 | 5 | 3 | 2 | 4 |
| 25/04/2016 | 5 | 1 | 2 | 3 | 4 |
| 02/05/2016 | 4 | 5 | 1 | 2 | 3 |
| 09/05/2016 | 5 | 4 | 2 | 1 | 3 |
| 16/05/2016 | 4 | 3 | 1 | 5 | 2 |
| 23/05/2016 | 3 | 4 | 5 | 1 | 2 |
| 30/05/2016 | 2 | 3 | 4 | 5 | 1 |
| 06/06/2016 | 3 | 2 | 5 | 4 | 1 |
| 13/06/2016 | 2 | 1 | 4 | 3 | 5 |
| 20/06/2016 | 1 | 2 | 3 | 4 | 5 |
| 27/06/2016 | 5 | 1 | 2 | 3 | 4 |
| 04/07/2016 | 1 | 5 | 3 | 2 | 4 |
| 11/07/2016 | 5 | 4 | 2 | 1 | 3 |
| 18/07/2016 | 4 | 5 | 1 | 2 | 3 |
| 25/07/2016 | 3 | 4 | 5 | 1 | 2 |
| 01/08/2016 | 4 | 3 | 1 | 5 | 2 |
| 08/08/2016 | 3 | 2 | 5 | 4 | 1 |
| 15/08/2016 | 2 | 3 | 4 | 5 | 1 |