

JOB DESCRIPTION

Name:

Job Title: Site Assistant / Caretaker

Line Manager: Director of Finance and Estates

Summary of Job:

This involves working as a member of the Estates team, consisting of one full-time Site Supervisor, two full-time and one part time Site Assistants (all working a shift system) to help ensure the efficient and safe running and maintenance of the Esher Sixth Form College estate. Reporting to the Site Supervisor, the role involves the following responsibilities as instructed at any time by the Site Supervisor.

Responsibilities:

This job description indicates the range of duties and level of responsibilities involved. It is not necessarily exhaustive.

1. Carry out security arrangements for buildings, contents and grounds. Ensuring premises are locked and unlocked at appropriate times, preventing trespassing and the parking of unauthorised vehicles within the premises.
2. Operate fire and burglar alarm systems, including keyholder responsibility.
3. Operate heating plant to maintain required temperatures. Carry out frost precaution procedures as necessary.
4. Carry out maintenance and repair jobs around the College.
5. Maintain equipment in a safe working condition, carrying out minor electrical and mechanical repairs.
6. Carry out regular checks and maintenance of drains and gullies to ensure they are free flowing and clean.
7. Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
8. Advise the Director of Finance and Estates of any repairs requiring external contractors. Direct contractors to the site, explain the nature of the repairs and inspect completed work.
9. Monitor standards of cleaning provided by contract cleaning staff and report shortcomings to the Deputy Estates Manager.
10. Maintain adequate stock of cleaning materials and sundry items. Dispatch and take delivery of goods, laundry and materials.

11. Collect and dispose of refuse.
12. Be responsible for litter collection in all areas of the College grounds and in the immediate environment of the College.
13. Be mindful of the general cleanliness of the College buildings, including the more specific responsibility of clearing areas where students have been eating and drinking.
14. Weeding flower beds, leaf sweeping and watering in the summer.
15. Carry out routine inspection of ancillary equipment eg automatic pumps, maintenance of batteries etc.
16. Record meter readings for gas, water and electricity.
17. Undertake emergency cleaning and unblocking, as required.
18. Provide portering and handyperson services as required, undertaking furniture moving as appropriate.
19. Supervision of workmen from outside contractors.
20. To assist with car parking arrangements at specified evening functions.
21. To participate in the maintenance of satisfactory standards of health, safety and security in relation to the College estate in accordance with College Policy.
22. To be first aid trained (we would provide training)
23. To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
24. Doing other tasks as reasonably requested by the Principal from time to time.

