

Post title:	Caretaker
Grade:	CD
Responsible to:	Premises Manager
Staff managed:	None
Directorate:	Resources
Service:	Property, Procurement and Commercial
Job family:	OS - Operational Support
Date of issue:	June 2023

Job context

- Property Services are responsible for the running of all corporate buildings across the county.
- Building Cleaning provides cleaning and caretaking services to approximately 328 schools and 146 non-school sites across North Yorkshire. Anyone working in a school site or in a children's centre will a satisfactory DBS check

Job Purpose: To provide high quality effective caretaking services to ensure a secure, safe, and hygienic environment for all building users

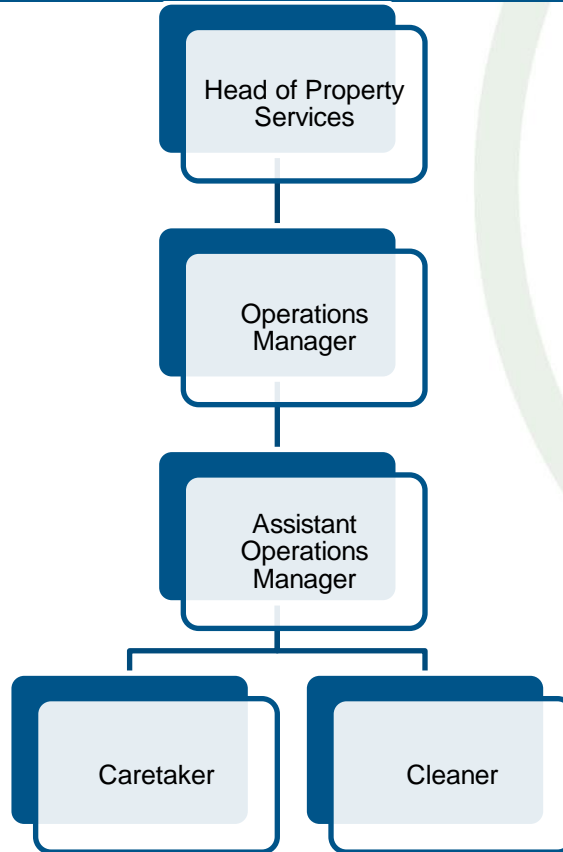
Operational management:	<ul style="list-style-type: none"> • Ensure the security of the building, including response to emergency calls. • Monitor the heating system and report any faults to the Location Manager • Ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g., snow. • Assist with portering duties whilst on site to include moving furniture and hanging curtains. • Support the maintenance of the building by checking and replacing light fittings, assisting with minor repairs, and replacing consumables. • Assist with cleaning duties as directed. • Carry out the maintenance of swimming pools where appropriate. • Ensure safe use of hoovers, floor polishers and other caretaking equipment. • Respond to alarm being raised and taking appropriate action depending on situation.
Resource management:	<ul style="list-style-type: none"> • Keyholder with responsibility for opening and closing buildings and dealing with out of hours emergencies to access properties. • Support the training and development of cleaning assistants working on site. • Ensure appropriate valeting of pool cars on site. • To support the supervision, training and development of the cleaning assistant working on site. • To contribute to organising resources on a daily basis to ensure the standards and requirements of the specification are met. • To monitor adequate levels of cleaning materials and consumables.
Communications:	<ul style="list-style-type: none"> • Liaise with users of the building providing effective customer service including dealing with members of the public in relation to lettings. • To liaise with the location manager as necessary about premise issues. • To liaise with contractors on site as necessary.

	<ul style="list-style-type: none"> To liaise closely with Head Teacher, Assistant Manager and Location Manager to ensure effective service delivery. To work with Head Teachers, Managers and colleagues in North Yorkshire County Council Corporate Buildings, schools, offices and libraries. Liaise with third parties in relation to addressing premises matters as directed
Systems and information:	<ul style="list-style-type: none"> Accurate completion of relevant records as directed. To fulfil the necessary administrative tasks associated with the responsibilities of the post in an accurate and timely manner.

Person Specification:	
Essential	Desirable
Knowledge and Experience <ul style="list-style-type: none"> Carrying out minor repairs 	<ul style="list-style-type: none"> Working experience within the cleaning industry Supervisory experience Awareness of Health and Safety British Institute of Cleaning Science – Level 1 & 2
Occupational Skills <ul style="list-style-type: none"> Ability to work on own initiative. Communication and interpersonal skills Leadership/team building Organisational skills Customer-focus Self-motivated and confident. 	<ul style="list-style-type: none"> Ability to use machinery associated with the cleaning industry i.e. vacuums, buffing machines, scrubbing machines, carpet cleaners, wet pickups etc. Time Management Skills – to be able to work within allocated timescales and to take a flexible approach in order to meet the service and building user requirements
Behaviours link	
Other Requirements <ul style="list-style-type: none"> Disclosure and Barring Service (DBS) clearances are required. Regular moving of furniture, portaging duties, DIY duties occasionally setting up of stages, pianos etc requiring high physical effort. Exposure to some unpleasant environmental working conditions. Dexterity needed for use of DIY tools and some demand for precision. Ability to travel to different work locations. Ability to attend meetings outside of normal business hours 	

Career progression: <ul style="list-style-type: none"> At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.
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Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.