



An Equal Opportunities Employer

“The first choice for learning and skills in the region”

*This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## EVENING CARETAKER/SECURITY OFFICER

**Salary:** £8,736 - £9,656 p.a.  
**Post Ref:** 548002  
**Base:** Cambridge Campus (Milton)  
**22.5 hours per week**

You will undertake caretaking, housekeeping, maintenance and security supporting Property Services and the Faculty, mainly at Cambridge Campus (Milton), but with the potential to support other sites. A Level 2 qualification in Literacy and Numeracy, or equivalent, is preferred, but you must have experience in a similar or related role, preferably in a school or college environment. The ability to work weekends and out-of-hours, as required is essential.

We offer an excellent package which includes a generous annual leave allowance (pro-rata for part-time), plus 5 College closure days, fee waivers on College courses, and a final salary pension scheme.

You can now view all our current vacancies on [www.col-westanglia.ac.uk](http://www.col-westanglia.ac.uk) and apply on-line should you wish to.

## JOB DESCRIPTION

**Post Title:** Evening Caretaker/Security Officer  
**Faculty:** Public Services and Landbased Studies  
**Reporting to:** Campus Director  
**Base:** Cambridge Campus (Milton)

### Purpose of the post:

Caretaking, housekeeping, maintenance and security tasks supporting Property Services and the Faculty in all areas, at all College Property.

### Main duties and responsibilities:

1. Assistance with surveillance of college premises and locking and unlocking of buildings when required.
2. Implementing regular waste (including animal waste) and litter collections, cleaning and sweeping tasks.
3. Minor building maintenance and repair tasks in compliance with relevant legislation and good practice.
4. Assisting with the upkeep of external areas and grounds maintenance.
5. Assisting with painting works.
6. Messenger duties, parcel and mail deliveries within the college as required.

7. Moving furniture, other materials and stores within the College and between College premises and sites.
8. Collection of asset inventory details and regular audit of all premises.
9. Driving college vehicles as required.
10. Operating in a co-ordinated approach with other building maintenance trades, maintenance assistants and contractors.
11. Liaise with staff, students and contractors to ensure the best standards of customer satisfaction.
12. Maintain a healthy, safe and secure working environment ensuring compliance with all relevant legislation.
13. Assist the supervisor in any other area as required.
14. Work as part of a team, maintaining administration and covering for absences etc.
15. To work within the College's Health and Safety Regulations.

**Other features of the Post:**

This job description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Corporation if, in the interest and efficiency of the service, it should be deemed necessary.

**PERSON SPECIFICATION**

Please note that candidates will be shortlisted for interview based on the below specification and should therefore bear this in mind when preparing their application.

	<b>PREFERRED</b>	<b>ESSENTIAL</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 2 Literacy and Numeracy</li> </ul>	
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>• Similar or related role preferably in a school or College</li> </ul>
<b>PERSONAL QUALITIES</b>		<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Reliable</li> <li>• Punctual</li> </ul>
<b>SKILLS &amp; COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• DIY skills or trade related competences</li> </ul>	
<b>OTHER REQUIREMENTS</b>		<ul style="list-style-type: none"> <li>• Ability to travel</li> <li>• Required to carry out authorised key holder duties and work on weekend and out of hours</li> </ul>

## CONDITIONS OF SERVICE

### 1. Remuneration

- a) The actual salary range for this post is SCP A14 £8,736 to SCP A17 £9,656 p.a. and you will start on the bottom of this range.
- b) Increments are normally applied each 1st April (No incremental progression will be allowed until six months service has been completed).
- c) Salaries are paid monthly on 25th of each month.

### 2. Hours of Work

The hours for this post are 22.5 hours per week and will usually be worked between Monday to Friday. The arrangement of these hours will be decided in consultation with the line manager.

### 3. Holidays

- a) Annual leave is 30 days per annum (pro-rata for part time hours). The arrangement of leave must be approved by the line manager.
- b) There are a further 13 statutory/concessionary days leave at fixed times during the year (pro-rata for part time hours).
- c) Up to 5 days leave is dictated by the College and there are certain periods when the taking of leave is restricted.

### 4. References

All offers of employment are subject to satisfactory references and you are required to complete a Criminal Records Bureau form for this post. Failure to do so promptly will result in the offer of employment being withdrawn. If you wish to see a full copy of our Policy on CRB checks, please contact the HR department.

### 5. Sickness

The College operates a sickness benefit scheme in which you will be entitled to participate.

### 6. Pensions

You will be eligible to participate in the Local Government Pension Scheme. This scheme is contracted out of the state scheme. Contributions will be based on a banding scheme as follows:

Full-time equivalent salary	Contribution rate per year
Up to £12,600	5.5%
£12,601 - £14,700	5.8%
£14,701 - £18,900	5.9%
£18,901 - £31,500	6.5%
£31,501 - £42,000	6.8%
£42,001 - £78,700	7.2%
£78,701 and over	7.5%

### 7. Continuous Service

Previous employment would not usually count towards continuous service. You may however if regulations permit you to do so, count any previous continuous local government service as part of your continuous employment with the Corporation for redundancy pay purposes.

### 8. Contract Duration

This is a permanent post.

**9. Appraisal Scheme**

The College operates a Staff Appraisal Scheme in which employees will be required to participate.

**10. Flexibility**

All staff are expected to be flexible in terms of work, hours and days. However, changes to normal arrangements would only be required after full consultation.

**11. Location**

The main base for this post will be Cambridge Campus (Milton). However, the employee may be required to work at any of the College locations or sites where the College provides services.

**12. Trade Unions**

All employees have the right to belong to a Trade Union or Association or to join any Trade Union or Association of their choice.

For representational purposes the College recognises UNISON, UCU and AMiE.

**13. Development**

The College seeks to encourage and support all employees to develop their knowledge, skills and competencies. Development is primarily conducted in order to better achieve strategic and operational objectives.

The College is an accredited Investor in People.

**14. Probation**

This post carries a probationary period of 6 months. During the probation period the disciplinary procedure will not apply.

**15. Notice**

During the probation period the notice requirement will be 1 month, otherwise notice requirement is 6 weeks.

**Closing date for receipt of applications: 12 noon,  
18 December 2009**