

Northumberland County Council
JOB DESCRIPTION

Post Title: Caretaker		Director/Service/Sector: Finance/Property Services		Office Use JE ref: 3451
Band: 3		Workplace: County Hall		
Responsible to: Facilities Supervisor		Date:	Job Family:	
Job Purpose: The post is based at County Hall in Morpeth to provide a facilities support role for all Caretaking, general maintenance and security for the County Hall site as directed by the Facilities Supervisor				
Resources	Staff	None		
	Finance	None		
	Physical	Shared responsibility for the careful use of equipment. Stock control and ordering. Site security.		
	Clients	Providing a caretaking service to internal and external clients		
Duties and key result areas: Carried out in accordance with the specification for Caretaking Services and normally under the general direction of the Facilities Supervisor and senior colleagues, these include, but are not restricted to:- 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17. Other duties appropriate to the nature, level and grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	An active role involving walking, stretching lifting of goods, tools and equipment.
Transport requirements:	An active role involving walking, stretching lifting of goods, tools and equipment.
Working patterns:	Pattern of 2 shifts alternate weeks. Early shift and late shift and flexibility is essential
Working conditions:	Some outdoor work, including gritting external perimeter in Winter. Some exposure to cleaning agents but under controlled circumstances. Some exposure to disagreeable customers.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Caretaker		Director/Service/Sector:		Ref: 3451	
Essential		Desirable			Assess by
Qualifications and Knowledge					
Knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment. Knowledge of Health & Safety legislation relating to a caretaking environment. Hold a current First Aid Certificate Be willing to work towards Level 2 Diploma in Cleaning and Support Services Skills		NVQ in General Maintenance and Housekeeping or equivalent			
Experience					
Previous relevant experience in a similar or related role.		Experience of supervising staff			
Skills and competencies					
Literacy skills sufficient to read text and write straightforward sentences. Numeracy skills sufficient to undertake straightforward arithmetic functions. Strength, dexterity and coordination to use a range of cleaning tools and equipment. Follows NCC procedures Ability to plan and organise staff and resources, including effective use of own time Resourceful and works with initiative and without constant supervision. Listens, consults others and communicates clearly Customer care skills. Appropriately follows instructions to achieve set objectives. Reliable, keeps good time and trustworthy. Committed to the provision of quality services to achieve customer satisfaction. Adapts to change and has a flexible attitude to accommodate workload peaks and maintain service provision Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and anti-oppressive practice in all aspects of work. A willingness to undertake job related training.					
Physical, mental, emotional and environmental demands					
Work from a standing position, need to walk, bend, lift and carry moderate weights. Few emotional demands.					

Mainly indoors but with some external work and some exposure to unpleasant conditions such as toilet areas. Short periods of concentration dispersed throughout day, week and months		
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits