

Job Title: Caretaker/Site Supervisor  
 Location: Newham  
 Contract type: Permanent  
 Contract term: Full time – 37 hours per week  
 Salary: £21,757 - £26,391  
 Job start: ASAP

## Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Suitable premises or facilities qualification (A)</li> <li>Suitable Health and Safety qualification or demonstrative understanding and working towards such a qualification (A)</li> <li>Full and valid UK drivers license (A)</li> </ul>	<ul style="list-style-type: none"> <li>Experience and understanding of buildings construction, mechanical or electrical systems (A, C)</li> <li>First Aid at Work (A)</li> <li>Manual handling, working at heights and other relevant training (A)</li> <li>Additional driving licence qualifications to allow driving of minibus/other larger vehicles and towing (A)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant practical experience of 3 years within building and grounds maintenance (A, D)</li> <li>Experience and understanding of security issues (A, C)</li> <li>Experience of delivering reactive, cyclical and planned services/ projects in the contract administrator and/ or Employers agent role (A)</li> <li>Experience of managing budgets and forecasting (A)</li> <li>Proven ability to work under pressure &amp; respond to deadlines related to educational facilities (A, D)</li> <li>Good inter-personal and written communication skills (A, C)</li> <li>Up-to-date, effective working knowledge of IT systems &amp; office facilities, including the MS Office suite of systems (A)</li> <li>Ability to identify and solve faults and problems (C)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of organising supplies/ resources for activities (A, C)</li> <li>Proven ability to work remotely with suitable commitment and drive (A)</li> <li>Proven experience of working within the Education sector (C)</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Understanding of ordering and inventory (C)</li> <li>A thorough knowledge of ICT (Information Communications Technology) as relevant to the requirements of this post (B)</li> <li>An understanding of, and demonstrable commitment to, Safeguarding Children and Young People (C)</li> <li>Good standard of literacy and numeracy (A, B, C)</li> </ul>	
<b>Other skills and abilities</b>	<ul style="list-style-type: none"> <li>Good communication skills, negotiation skills (A)</li> <li>High standard of interpersonal skills and emotional intelligence (C, D)</li> <li>Excellent written and oral communication skills (C, D)</li> <li>Excellent at working in teams (D)</li> <li>Excellent organisational skills, ability to manage time and prioritise well, meet deadlines and work effectively and flexibly in a busy environment under pressure (A, C, D)</li> <li>Strong team working skills and the ability to work</li> </ul>	

	effectively with people at all levels (A, C)	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Honesty and integrity (C, D)</li> <li>Energy, enthusiasm and with a 'can do' approach to problem-solving while keeping things in perspective (A, C)</li> <li>Commitment to the aims and values of the UTC (A, C)</li> <li>Confidence, communication skills and fluency to deal with employers, students, suppliers and community organisations (C)</li> <li>Awareness, understanding and commitment to equal opportunities (A)</li> <li>Maintains high professional standards at all times (C)</li> <li>Commitment to own professional development (C)</li> <li>Ability to work using own initiative (C)</li> <li>Ability to maintain confidentiality in all aspects of work (C)</li> <li>Willingness to undergo appropriate checks, including enhanced DBS checks (C)</li> <li>Willingness &amp; ability to work flexible hours to meet the service requirements of the school (C)</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the needs of business and industry (C)</li> <li>An understanding of the needs of young people (C)</li> <li>Ability to demonstrate values and behaviours suitable to work with children and young people (A, C)</li> </ul>

## How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk) or posted to:

Brooke O'Callaghan  
London Design & Engineering UTC  
Docklands Campus  
15 University Way  
London E16 2RD

## Timings

The closing date for applications is 12:00pm on Wednesday 6<sup>th</sup> November 2017. Candidates are welcome to contact LDE UTC for an informal discussion with Dave Watherston, CFO by booking an appointment through Brooke O'Callaghan, Principal's PA. You can contact Brooke on 02030197333 or via email at [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk).

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

## Commencement

The post will commence ASAP.