



**APPOINTMENT OF SITE FACILITIES ASSISTANT (CARETAKER)
– REF 240477R1**

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the learner at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships and the Community. Please see the [Strategic Plan](#) on the college website, for full details of our vision and objectives.

The site facilities team service support the smooth-running of operations and ensure that our outstanding campus and facilities are well-maintained, safe and comfortable for our college community.

We are currently recruiting a site facilities assistant (caretaker) and are therefore seeking highly motivated applicants who thrive in a team and are committed to providing excellent customer service. You will work with a team of over 40 Estates colleagues, providing the highest standards and professionalism.





As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements following our Ofsted inspection in March 2022 (graded “Good” for Overall Effectiveness) and are on a short journey to achieve an “Outstanding” grade for all provision types, once again. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we’re proud of what we came up with together; Dedication, Enjoyment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you’re looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Martin Scholey

Head of Estates

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JOB DESCRIPTION

JOB TITLE :	Site Facilities Assistant (Caretaker)
REF :	240477R1
UPDATED :	April 2024
ACCOUNTABLE TO :	Team Leader
ACCOUNTABLE FOR :	Ensuring campus facilities and equipment are accessible, well maintained and attractively presented at all times

KEY RESPONSIBILITIES	
<p>Role Specific</p> <ul style="list-style-type: none"> - General caretaking 	<ul style="list-style-type: none"> ▪ Ensure campus facilities and equipment are accessible, well maintained and attractively presented at all times, including housekeeping, portering, grounds maintenance and general repair & maintenance. ▪ Support college business by completing Facilities related customer requests in line with predetermined timeframes. ▪ Ensure building services (lighting, heating, hot water) are appropriately scheduled in line with college needs and sustainability targets. ▪ Maximise opportunities for recycling through diligent management of all waste streams. ▪ Ensure college special events are supported by completing customer requests, room setups, car park marshalling and supporting other Facilities teams where appropriate.
<ul style="list-style-type: none"> - Security and Statutory Compliance 	<ul style="list-style-type: none"> ▪ Ensure all statutory compliance inspections are completed appropriately e.g., fire fighting equipment, fire alarms, legionella control, fleet maintenance etc. ▪ Ensure all contractors work safely onsite and in line with safeguarding policies by completing inductions and spot checks. ▪ Form part of emergency response teams regarding fire safety, first aid and security (inc counter terrorism). ▪ Undertake key holding duties in a security conscious manner, including unlocking and locking the campus.





KEY RESPONSIBILITIES	
- General Estates Duties	<ul style="list-style-type: none"> ▪ Report (or remedy when appropriate) any facilities related faults and security or H&S concerns to Team Leader. ▪ Maintain high standards of personal appearance and hygiene, always wearing the Estates uniform. ▪ Lift and move stock, equipment, furniture and deliveries, adopting safe working practices and manual handling techniques ▪ Utilise chemicals in accordance with COSHH regulations / training. ▪ Contribute towards the continued improvement of the sustainability agenda
- First Aid	<ul style="list-style-type: none"> ▪ Act as a College First Aider, providing immediate and effective first aid to individuals who require treatment. ▪ Maintain first aid knowledge and skills by participating in appropriate refresher training, during the certification period.
- Customer Service	<ul style="list-style-type: none"> ▪ Be empathetic and understanding of customer requests. ▪ Provide excellent customer service by having an in-depth knowledge of facilities requirements. ▪ Create a welcoming and enjoyable experience by being professional, positive and friendly. ▪ Contribute to the improvement of customer satisfaction targets. ▪ Address any concerns or complaints from customers professionally and promptly, involving your team leader when necessary.
- Teamwork	<ul style="list-style-type: none"> ▪ Work cooperatively and enthusiastically with other facilities staff to ensure a smooth and coordinated service. ▪ Good timekeeping and teamwork, delivering an efficient service ▪ Be a team player, supporting colleagues and adopting a multi-skilled approach in all areas.
- Professional Practice	<ul style="list-style-type: none"> ▪ Proactively participate in appraisal and continuing professional development (CPD) activities as required. ▪ Reflect on and evaluate the impact of continuing professional development activities on your practice.





KEY RESPONSIBILITIES	
	<ul style="list-style-type: none"> Share and update your knowledge with colleagues and, where appropriate, other networks, research communities etc to support improvement.
College Responsibilities	<ul style="list-style-type: none"> Support the college's mission, vision, values and strategic objectives, acting as a role model for learners. Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times. Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice. Value and champion diversity, equality of opportunity, inclusion and social equity. Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners. Work within health and safety guidelines and be aware of your responsibilities for health and safety. Adhere to all college policies and procedures, including data protection. Along with all members of college staff, manage the behaviour of learners. Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults. Embrace our values of respect, enjoyment, dedication and excellence and demonstrate these in day-to-day behaviours. Support our sustainability strategy to reduce our environmental footprint. Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work. Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area.





PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level	Essential	Application form, Task
Evidence of strong Continuing Professional Development	Essential	Application form, Interview
First Aid At Work Qualification or willingness to achieve in a specified timeframe	Essential	Application form, Interview
Willingness to undertake necessary training and qualifications including fire safety, working at heights, evac chairs etc	Essential	Application form, Interview
EXPERIENCE, KNOWLEDGE AND SKILLS		
Maintenance and general DIY skills	Desirable	Application form, Interview
Statutory premises compliance experience	Desirable	Application form, Interview
Experience of or ability to relate to young people and interact with them appropriately	Essential	Application form, Interview
Basic IT Skills or willingness to train	Essential	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Be physically fit and capable of lifting/moving furniture and equipment	Essential	Pre-employment health check
Align to Runshaw College values of Excellence, Enjoyment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Be a team player	Essential	Interview
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, task





Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Application form, Interview
Have high standards and be conscientious	Essential	Interview
Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks





SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £24,016 p.a.
WORKING HOURS	<p>39 hours per week.</p> <p>This is a two-shift pattern role, with rotating weeks of AM and PM shifts, with occasional weekend and out of hours working.</p> <p>Working hours can start as early as 6am and finish as late as 10.30pm, depending on college needs and which shift you are working that day.</p>
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
LOCATION	On campus, Langdale Road, Leyland. PR25 3DQ.
HOLIDAYS	<ul style="list-style-type: none"> - 20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) - 8 Bank and Public Holidays - 4 extra Statutory Holidays - 3 closure days, should the College decide to close in the interests of efficiency - <p>This entitlement will be on a pro-rata basis for posts that are part-time.</p>
SAFEGUARDING	<p>The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p>





	The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@db.gov.uk .
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.

CLOSING DATE	12 noon, Friday 13 th September 2024
INTERVIEW DATE	TBC
JOB PACK APPROVED BY J.Ivill	16 th April 2024



Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major

retailers, entertainment, travel, leisure and eating out at

- [//runshawrewards.co.uk](http://runshawrewards.co.uk) and [//discountsforteachers.co.uk](http://discountsforteachers.co.uk)
- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
 - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
 - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:
[//yourpensionservice.org.uk](http://yourpensionservice.org.uk)
[//teacherspensions.co.uk](http://teacherspensions.co.uk)

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost-of-living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!