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**Job Description**

**Caretaker** |CATCH

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| **Perm/Contract:** | Permanent |
| **Location:** | CATCH, Redwood Park Estate, Stallingborough, DN41 8TH |
| **Hours:** | 07:00 – 11:00 Monday - Friday |
| **Reports to:** | Head of Operations |
| **Team:** | Operations |
| **Ref:** | 57 |

**About CATCH**

CATCH is a membership led, skills, competency and apprenticeship providers supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber.

**About the role**

Generally, to assist the Head of Operations and Facilities Team Leader when required to ensure the site is always maintained to the highest level. To be a keyholder and to be able to open and close the site including setting of alarms and ensuring that we deliver a first-class service with excellent feedback.

**Responsibilities**

* Unlocking the site, turning off alarms, opening classrooms and offices.
* Gritting of site in winter when required.
* Carry out room layout changes to suit client requirements.
* To have a practical approach and to be able to carry out minor maintenance tasks.
* Assist Cleaners in their duties when necessary.
* Maintain high levels of Health and Safety.
* Uphold the standards of the business and help to develop and continuously improve all working procedures.
* Be flexible in working hours to suit the operation of the business.
* Support the business by performing additional duties in keeping with the role.
* Discretion – Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.

**Candidate requirements**

**Essential**

* Excellent communication skills
* Excellent time management
* HSE Awareness
* COSHH Awareness
* Good team player
* Customer focused
* Shows initiative and confidence
* Seeks continuous improvement

**Work Environment**

* Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis reports to the Head of Operations.
* Working Conditions – The post holder will be site based and in certain cases working as a lone worker.
* Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

**General**

* **Confidentiality -** To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.
* **Safeguarding**- The role will involve regulated activity relevant to children as you will be teaching, training and/or instructing children in a classroom environment. It will also be your duty to recognise and report any safeguarding incidents that you become aware of.
* HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that **‘it could happen here’** to reinforce the protection of individuals and the identification/reporting of concerns.
* HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
* HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
* **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)-** provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.
* The role is dependent upon the completion of a successful DBS certificate.

**Job Description prepared by:** Paul Snowden

**Job Description evaluated by**: D Talbot

**Received by Postholder:**