CARETAKER

JOB DESCRIPTION

CATS College Canterbury

CATS College Canterbury is a coeducational independent boarding school catering mainly for international students aged 14+. The College specialises in preparing students for pre-university exams, including I/GCSEs, A Levels, the International Baccalaureate (DP) and the University Foundation Programme (UFP). The College was awarded ‘Excellent’ in all 9 areas in the latest ISI inspection (March 2016). There are approximately 400 students on roll, class size average is 9 [nine] across all programmes, and students take part in an extensive range of extra-curricular activities including leadership awards and national/international competitions. The College is part of the CEG group.

OVERVIEW OF THE JOB

To ensure the safe operation and upkeep of all sites. The post involves caretaking duties across 3 main buildings, all within walking distance of each other. You would be expected to open and close up the main college building, keep all grounds tidy and weed free, ensure inside and outside of buildings are well stocked and presentable. Conduct minor repairs, various regular cleaning duties, move desks, chairs, boxes, changing light bulbs etc walk around the buildings ensuring the buildings are safe and tidy doing regular checks of high footfall areas such as toilets and smoking areas .

Key holder. Working as part of a team and on your own initiative is essential. Health and safety awareness and knowledge is essential. A good service ethos is essential and a can do, proactive, energetic attitude towards your work and people is a must. A good self manager, attention to detail, and the ability to prioritise is also essential.
REPORTS TO

You will be directly responsible to Operations Manager

MAIN RESPONSIBILITIES OF THE JOB

- Ensure all minor maintenance tasks are completed within the buildings eg, door handles, shelves, painting, tiling, carpeting, leaks, putting up blinds etc
- Up keep of external areas
- Opening up of buildings and closure of buildings daily
- Ensuring wash areas and toilet areas are regularly replenished and kept clean and tidy
- Ensure all communal areas clean tidy and replenished after each break time
- Movement of furniture, supplies, deliveries etc
- Ensure all furniture and fittings are in full compliance with our standards of safety and comfort.
- Maintain safe conditions and safe working practices within all the facilities.
- Adhere to company and statutory health and safety procedures and policies.
- Ensure all fire signage and equipment is legally compliant and monitored and recorded as per legislation.
- Do weekly fire alarm test for each building
- Do weekly legionella tests
- Liaise with Principal/ Maintenance Manager re organised fire drills
- Clean inside of windows once a week and/or when necessary
- Clean external windows when required
- Upkeep of grounds and gardens on all sites
- Deal with all customers (students, staff, external) with courtesy and promptness at all times.
- Any other duties required by the Operations Manager or the Principal.

PERSON SPECIFICATION

The job requires that you have:

- A Strong service ethos is essential
- A can do, proactive, energetic attitude towards your work and people is a must.
- A good self- manager,
- Strong attention to detail,
- Ability to prioritise is also essential
- You need to be a strong team player, prepared to get your hands dirty
- A ‘ make it happen’, positive, energetic attitude to your day to day work
- Relish the opportunity to work in a student environment and deal with the issues that brings
- Enthusiasm to hit the highest standards
- A practical approach to issues and challenges
- A desire to make a difference every day.
CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College and CSVPA community is expected to CARE. This means that we:

Commit
 Go the extra mile
 Follow-up & follow through

Act
 Take ownership
 Look for a solution

Respond
 Address issues positively
 Communicate proactively

Empathise
 Are active listeners
 Are respectful and value students, parents and other customers

About CEG
Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; ONCAMPUS programmes at universities in the UK, USA and Europe; Stafford House International English language schools in the UK, USA and Canada; Stafford House Summer study holidays and CEG Digital, benefiting from being part of a global team focused on online teaching and learning.

And finally
CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.