

CARETAKER

The main purpose of the role is to work under the direction of the Senior Caretaker to ensure the maintenance, security, safety, cleanliness and good order of the College environment, buildings and external space.

- Security of Premises / Facilities Management
- Planned and reactive maintenance
- Regular testing of equipment
- Liaise with the Trust Health & Safety Officer for Risk Assessments and Health & Safety
- First Aid

MAIN DUTIES:

Security of Premises

- To carry out security procedures for College buildings and grounds including (but not limited to);
 - Security of premises (including opening / closing of College premises and grounds)
 - Checking buildings to ensure premises has not been disturbed
 - Switching on/off appropriate alarms
 - Monitoring of CCTV
 - Liaising with external security companies
- To provide access to the College in the event of emergency situations, including those at which attendance is required as keyholder
- To deal with enquiries from Staff, Students, Parents, contractors and members of the public as required

Facilities Management

- To carry out first line repairs to property fixtures and fittings
- To work with the Senior Caretaker to maintain College grounds to an appropriate standard
- To take delivery of stores, materials and other goods received by the College and move and store them as instructed
- To undertake regular monitoring checks / audits of College equipment and facilities to ensure cleanliness, maintenance tasks and safety standards are all maintained to a high level (e.g. Fire Doors, Evacuation Chairs). This also includes making sure documentation is kept up to date
- To work under the direction of the Senior Caretaker to ensure that reactive and planned maintenance is undertaken to maintain accommodation to the highest standard
- To carry out recognised procedures in the event of fire, flood, breaking and entering, accident or major damage
- Carry out emergency cleaning during normal session e.g. paint spillage, breakages, water, etc
- To ensure the Senior Caretaker is aware of necessary repair and maintenance work

Reports to: Senior Caretaker

Hours: Full time, 35 hours per week

Salary: SP 05 £25,159

Apply by: Thursday 15th October 2026,
Midday

Start date: As soon as possible

- Supply cleaning materials (soap, toilet rolls or any associated cleaning material) and distribute as necessary
- To ensure all gutters, pipes and drains are free-flowing and clean. To clear blockages where these occur, including toilets
- Assist in preparation for College and after College activities
- To direct contractors to the sites of repairs and maintenance work, when appropriate
- To act as Mini Bus driver as required in accordance with College policies

Health & Safety

- To assist the Trust's Health & Safety Officer, monitoring and maintaining a healthy, safe and secure environment
- Reporting on the safety and security of the sites, including liaising with local Fire and Health & Safety officers as required
- To ensure premises and cleaning materials are stored and used strictly in accordance with instructions
- To act as fully qualified First Aider as required for staff and students
- Ensure all appropriate documentation is kept up to date

To be flexible and responsive and take on additional responsibilities and duties commensurate with the post, as directed by the Principal / CEO.

PERSON SPECIFICATION

ESSENTIAL

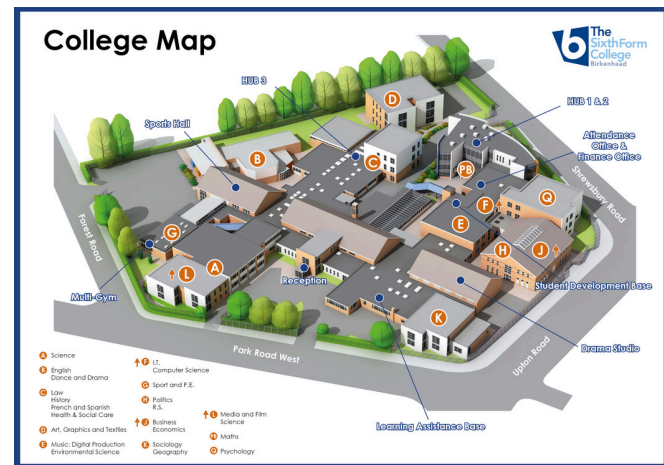
DESIRABLE

Qualifications		
Appropriate Level 2 or equivalent qualifications		✓
Management qualification		✓
First Aid Certificate (full certificate)		✓
Experience / Knowledge / Skills / Abilities		
Proven experience of caretaking role	✓	
Proven experience of maintaining Health & Safety standards	✓	
Ability to work both alone and in a team	✓	
Clean Driving License	✓	
Appropriate practical / DIY Skills	✓	
Excellent organisational and ICT skills		✓
Ability to work well under pressure and maintain a sense of humour and perspective	✓	

To demonstrate a commitment to:

The Colleges values of Positivity, Ambition, Resilience & Thoughtfulness	✓	
Personal development and training	✓	
Safeguarding & promoting the welfare of students	✓	
Equality & diversity	✓	

COLLEGE CAMPUS



Our College campus has undergone a £4 million investment programme, now boasting 80 state of the art classrooms, exceptional teaching facilities for staff, and outstanding study facilities for students.

HOW TO APPLY:

To apply, please visit:

 <https://www.bsfc.ac.uk/job-vacancies/caretaker-3>

Please send your application form to

 hrdept@bsfc.ac.uk

 0151 652 5575

POSITIVITY

AMBITION

RESILIENCE

THOUGHTFULNESS

Birkenhead Sixth Form College
Park Road West, Claughton
Wirral, CH43 8SQ

0151 652 5575
www.bsfc.ac.uk
email@bsfc.ac.uk

Ofsted
Outstanding
Provider

GENERAL INFORMATION

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage.

The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

REFERENCE CHECKING

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people.

This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.