

# Assistant Caretaker

School:	West Herts College	Posted:	23rd August 2019
Location:	Watford, Hertfordshire	Expires:	9th September 2019 12:00 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	Up to £20,400 per annum	Job ID:	1063016
Hours:	Full Time	Job Reference:	1338W



West Herts College

We are looking for a full-time Assistant Caretaker to join our busy Estates team. The successful candidate will be reliable, positive and self-motivated.

The College Estates team are responsible for the delivery of services that ensure the physical environments provided to employees, students and visitors support the provision of an outstanding learning experience.

You will be a responsible and proactive person who adopts a flexible, team approach to ensure our campuses are safe, secure and welcoming. The role varies on a daily basis so you will need to be prepared to get stuck in to a range of tasks. You will be helping to setup rooms for classes and exams, moving furniture and completing general building maintenance.

As one of the first points of contact for external visitors and customers your communications skills will need to be of the highest order. You should be capable of dealing with enquiries from external partners and internal colleagues with the same high level of customer service. It is expected that you will have good written and oral skills to enable you to maintain accurate record keeping and general correspondence.

Education to Level 2 is essential, as is successful experience in customer services and supporting buildings and facilities. Experience of working with young adults and/or within the Further Education sector and in facilities management would be advantageous.

You will be working 37 hours per week and there will be an expectation to work evenings and weekends on a shift and rota basis. The primary place of work will be at Watford Campus however the post holder will be required to work across three campuses, Watford, Kings Langley and Hemel Hempstead.

The closing date for applications is Sunday 8 September 2019.

The successful candidate will join the Estates department.

West Herts College Group is positive about disabled people. If you need help applying for this role please contact the Human Resources team.

**Safeguarding Statement:**

Please see attached documents.