
ROLE PROFILE and PERSON SPECIFICATION



Post Title:	Caretaker
Remuneration:	£ 19,119 - £26,066 per annum
Other Benefits:	Position is pensionable with employer contribution on completion of probation
Probation Period	12 months
Base Location	Europa Point Campus, including North Wing annex
Contract	Permanent
Hours	48 hours per week
Annual Leave	25 days
Responsible To	Campus & Events Manager

GENERAL:

The University of Gibraltar is a not-for-profit independent tertiary institution (registered charity no.273) established in Gibraltar under the University of Gibraltar Act 2015. Its principal mission is to respond to current societal needs as well as shape personal and professional futures through the pursuit of education, training, and research. The University is committed to innovative partnerships with business, government, charitable foundations, healthcare and educational institutions.

JOB PURPOSE:

The University is seeking a versatile, conscientious individual who is able to deal with routine maintenance responsibilities, and who is also willing and able to be a University point of contact for outsourced maintenance and cleaning service providers. The University places a great deal of importance on presenting a professional aspect to all Campus users and visitors, and the appointee must therefore be able to demonstrate maturity, reliability and professionalism when dealing with a wide cross-section of persons and organizations. In particular the appointee will often be an important point of contact for maintenance technicians and will be expected to independently trouble-shoot and resolve basic maintenance related problems. The appointee is expected to be proactive rather than reactive i.e. as far as possible anticipate and avoid problems rather than deal with emergencies. He/ she must also be able to assist with recurring maintenance tasks, assist with events logistics in liaison with the Campus Manager, the Senior Caretaker, and the Events Team, establish and maintain maintenance schedules and records, assist with ad hoc repairs and refurbishment, and generally carry out tasks and duties required of a

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caretaker/ handyman. A good standard of numeracy, and written and spoken English, is essential. Fluency in Spanish would also be an asset. We are looking for a hardworking, highly organized individual who thrives in a busy environment and understands and shares the same values and goals of the University. This is a broad role where no two days will be the same, and where some days may be longer than others.

MAIN DUTIES AND RESPONSIBILITIES

To support the day to day activities of the Campus Manager or as directed by the Campus Manager, and the Senior Caretaker or as directed by the Senior Caretaker, in relation to repairs, maintenance, event management, and facilitation of ongoing student activities at the Campus, including but not limited to the following;

- Undertake routine recurring works in respect of maintenance, repairs, and general caretaker/ handyman tasks.
- Liaise with outsourced services providers/ contract workers and any official agency inspectors that may be on site.
- Be mindful at all times of health and safety requirements, in keeping with the HR and Employee Handbook.
- Ensure the most efficient and cost effective utilisation of relevant resources, consistent with acceptable product quality.
- Assist other teams to obtain relevant information/ documentation on costs and records of maintenance/minor works undertaken.
- Carry out checks to ensure that externally sourced works are carried out to a satisfactory standard.
- Create and maintain a schedule of regular maintenance work.
- Ongoing monitoring of use of Campus facilities.
- Monitor the condition of equipment, furniture and fittings to ensure compliance with relevant standards of safety and comfort.
- Arrange for replacement and repairs of equipment, furniture and fittings as and when required.
- Monitor facilities for any damage caused by students or other Campus users.
- Assist to maintain safe and comfortable conditions within the Campus for all staff, students and visitors.
- Maintain safe working practices at all times and in all areas.
- Assist with carrying out risk assessments and document the same when required.
- Oversee the supply and use of safety equipment.
- Assist in connection with any equipment that may pose a hazard, such as scaffolding, or equipment used by in-house staff or contracted workforce.
- Assist with ensuring all alarms and equipment are regularly tested as required under current regulations, and in particular assist with organising the testing of fire alarms and assist with keeping records of the same.
- Assist with arranging and carrying out regular maintenance of fire alarms and equipment.
- Assist with ensuring observance of Campus security procedures in relation to staff, students and premises.
- Purchase of materials as required for repairs, refurbishment and maintenance activities.
- Be responsible for the setting up of rooms and lifting and moving of furniture, which may involve laying out/arranging furniture as requested for conferences, exams, teaching and any other authorised Campus activity.
- Collection and delivery of goods.
- Assist with planning and implementation of special repairs, refurbishment, and maintenance projects, or other ad hoc estate management projects as directed by the Campus Manager or the Senior Caretaker.

- Attend and work as normal during all University closure days falling between Christmas and New Year i.e. on days that are not Saturdays, Sundays or public holidays. The equivalent time off work of up to 5 days will be taken in full immediately after the University re-opens. If the University closure period is less than 5 days and the balance is added to staff annual leave entitlement, the same number of days off work will be taken after the University re-opens and the same addition to annual leave entitlement will be given to ensure equal treatment to other staff.

Other:

- Actively promote the mission and values of the University.
- Act ethically and uphold University’s sustainability commitment at all times.
- Work within the Health, Safety and Welfare at Work Act 1999; fulfilling their legal duty to take responsible care for health and safety both for themselves and others who may be affected by their actions.
- Support the University’s major events such as Foundation Day, Beacon Lectures, open days, applicant days, interviews, clearing and other key events.
- Ensure that the highest standards of professional performance are maintained.
- Promote equal opportunities, diversity and inclusion in the work of the University.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.
- Participate in the University’s performance review and appraisal processes.
- Ensure all University policies are implemented within the remit of this post.
- Undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.

A more detailed summary of essential and desirable attributes appears below and forms part of this position description, which is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected the job description will be regularly reviewed by the post holder and line-manager. These discussions will normally take place during the annual Staff Development and Performance Review (SDPR). Although the base location is as shown, the role holder may be required to work on any University site or associate campus.

PERSON SPECIFICATION	Essential [E]	Desirable [D]
Qualifications and/or Professional Development	<ul style="list-style-type: none"> • Successful completion of recognised short courses related to health & safety/ fire safety • Clean driving licence 	<ul style="list-style-type: none"> • 5 GCSEs, including English Language and Mathematics at Grade C or above, or their equivalent

Previous Experience

- Evidence of previous experience carrying out a similar role
- Experience of working in an environment with a high degree of customer contact
- General maintenance and repair experience

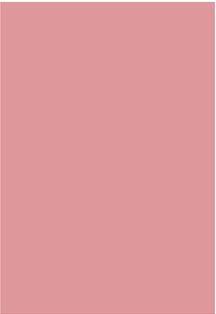
- Experience of working in an educational environment

Knowledge, Skills and Abilities

- Good interpersonal and communication skills, both written and oral
- Ability to work consistently under pressure, prioritise work and meet deadlines
- Good handyman skills including being able to respond to occasional maintenance emergencies
- Ability to work effectively as a team member, and to develop effective working relationships
- Reliability and attention to detail, need for minimum supervision and ability to meet deadlines.
- Acceptable level of IT skills (including use of Word, Excel, Zoom).
- Able to understand own strengths as well as areas which need further development, and actively strive to develop professional capabilities and improve University performance.

Values and Principles

- Commitment to the University's values and strategic objectives.
- Strong commitment to, and understanding of, the principles of equality, diversity and inclusion.
- Meticulous attention to detail.
- Commitment to playing a role in helping the University deliver its responsibilities for student experience.
- Good team player but able to take initiative, exercising due tact and judgement.
- Ability to deal sensitively with confidential issues.
- Ability to demonstrate sound judgement in decision-making.

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- Service orientated, flexible, positive and creative attitude to change.
 - Ability to deal with all levels of staff and inspire confidence.
 - Flexibility in working hours to accommodate peaks in workload and occasional emergencies.
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