



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE:	Caretaker - Thurston Outdoor Education Centre
GRADE:	Band 4
RESPONSIBLE TO:	Head of Centre, (Thurston Outdoor Education)
RESPONSIBLE FOR:	Maintaining facilities and equipment and carrying out minor repairs.

Overall Objectives of the Post:

You will make a significant difference to the lives of children, young people and adults in South Tyneside so that they can compete favourably with their peers locally and nationally. By being part of an outdoor education centre you will help to deliver measurably improved outcomes by maintaining facilities and equipment and carrying out minor repairs and also assisting in ensuring that all provision is delivered in line with current health & safety and licensing requirements.

Key Tasks of the Post:

1. You will maintain facilities. You will:

- Undertake routine checks;
- Carry out minor repairs;
- Carry out routine checks and maintenance on energy conservation measures;
- Assist with domestic duties;
- Clear snow and ice in areas creating potential hazards and clear pathways to give safe access to the premises;
- Remove debris from gullies, guttering and traps;
- Cut grass and hedges;
- Empty external litter bins;
- Report any immediate Health and Safety related concerns / hazards to the Head of Centre in a timely manner.

2. You will maintain equipment. You will:

- Undertake general and planned routine checks;
- Carry out minor repairs;
- Assist in the maintenance and cleaning of centre vehicles.

3. You will assist programme delivery. You will:

- Transport staff and service users;
- Transport goods and equipment;

- Assist in the unloading and storing of goods.

4. You will be an effective team member. You will:

- Ensure you maintain and cultivate excellent working relationships and customer satisfaction with key related partners and clients, such as; schools, youth and community organisations and health;
- Attend industry-related events and training to maintain up-to-date knowledge.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

You will be expected to attend staff training and staff meetings on a regular basis. Some of these meetings will be outside of normal office hours.

You will be expected to work flexibly to meet the needs of the service. This will on occasions include working on an evening and weekend basis.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AD/CL

Date: 6.11.20