

## Appointment of Caretakers (Estates) (2532)

Ballymena x 1, Newtownabbey x 1  
Guide for Applicants



## Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: [www.nrc.ac.uk](http://www.nrc.ac.uk)

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', with a stylized flourish at the end.

Terri Scott  
Principal and Chief Executive

## 1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2016/17 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: [www.nrc.ac.uk](http://www.nrc.ac.uk)

## 2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

### Vision

*“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”*

### Mission

*“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”*

### Values

<b>Student Focused</b>	Putting the student first in all we do.
<b>Innovation</b>	Challenging ourselves to be innovative and drive continuous improvement.
<b>Collaboration</b>	Engaging proactively with internal and external partners to achieve joint goals.
<b>Inclusiveness</b>	Promoting equality, diversity, transparency and opportunity.
<b>Sustainability</b>	Focusing on the long-term future of our College.
<b>Development</b>	Committing to ongoing development of our staff.

### 3. Job Description

**Role Description**                      **Caretaker**

**Responsible to:**                      Estate Site Manager

**Purpose:**                                      To assist the Estates Site Manager with onsite supervision, cleaning and caretaking services under the direction of the Estates Site Manager and in accordance with the practices and procedures of the College.

**Key Contacts**

**Internal:**                                      Estates Team

**Specific duties**

**Security**

- Participate in procedures to ensure the security of the Premises and its contents.
- Open and close the premises and grounds, except in circumstances where the Estates Site Manager authorises another person to do so.
- Ensure that all windows are closed, doors and gates, both internal and external are locked at the end of each day.
- Maintain safe custody of the keys of the premises and the allocation of keys for Cleaning (where appropriate).
- Operate Fire Alarm, Burglar Alarm and Building Security Systems, (including security camera system) and report any faults.
- Attend after-hour break in and vandalism at the premises and ensure that (a) the premises are secure and cleaned at the earliest opportunity when clearance has been given and (b) any unauthorised entry or damage is reported to the Estates Site Manager.
- During normal working hours monitor and report any suspicious activity of persons immediately to the Estates Site Manager or other authorised person to ensure a safe working environment for students, staff, contractors and visitors in the building.
- Monitor the removal of all equipment from the premises and report any unauthorised activity to the Estates Site Manager or a Senior Site Manager.
- Apply grit/rock salt in times of snow and frost to ensure pathways, car parks and entrances are free from snow and ice.

**Mechanical and Electrical Services**

- Replace lamps and tubes using appropriate equipment.
- Inspect and report any defects on firefighting equipment.

### **Cleaning – in conjunction with an outsourced provider**

- Clean the designated areas as identified by the Estates Site Manager.
- Assist the Estates Site Manager in organising and controlling the work of cleaning staff to ensure that College standards are met.
- Ensure that all hard surfaces and paths and ornamental grounds (including lawns and hedges) around the property are maintained, clean, tidy and free of litter.
- Undertake grass cutting/removal, from grass areas, weeding of paved areas and trimming of shrubs.
- Ensure that all external surfaces drains, drainpipes and gullies and kitchen grease-traps are free flowing and clean.
- Ensure that bins are secured, washed and cleaned and in good working order.
- Ensure that all litter bins are emptied on a daily basis.
- Provide an ongoing cleaning service to the entire premises to deal with such things as spillage, flooding, toilet cleaning, litter or any cleaning problem associated with weather conditions.
- Clean external signs, light covers, and notices.
- Ensure cleaning materials and equipment are kept in good condition, used and stored correctly.
- Prepare and clean facilities for required use under the direction of the Estates Site Manager.
- Ensure that all internal and external fixed glass surfaces are cleaned using the appropriate equipment provided to ensure safe working conditions.
- Ensure Cleaning staff wear Personal Protective Equipment and/or Workwear when provided.

### **Porterage**

- Direct appropriate deliveries to goods inwards bay for storage and accept without inspection.
- Confirm the destination of the goods/equipment.
- Inform the recipient of the arrival of the goods/equipment and then sign off the transfer of the goods to the recipient.
- Transport all refuse to their collection point and implement segregation procedures in compliance with the college's waste management policy.

- Prepare rooms for examinations and other purposes as directed by the Estates Site Manager with equipment, furniture and materials as required.
- Maintain furniture and materials in common areas, corridors and social areas to ensure a safe environment.
- Provide an in-college delivery service of goods and equipment.
- Participate in the inter-campus delivery of Estates related goods and equipment.

### **Administration**

- Ensure that defects in electrical equipment under the control of the Estates Site Manager are reported immediately to the Estates Site Manager and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely.
- In the absence of the Estates Site Manager, ensure that all records in respect of staff attendance, holidays and absences are completed, authorized and returned to appropriate function.
- Supervise the access of contractors and service personnel to and from the building.

### **Handyperson Duties**

- Assist maintenance technicians when required in carrying out maintenance work as instructed by the Building Officer within the competence of the post-holder and minor repairs and paintwork to the building and grounds.

### **General Conditions**

- All duties to be carried out to comply with:
  - (a) The Health and Safety at Work (NI) Order 1978;
  - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
  - (c) COSHH Regulations
  - (d) Codes of Practice
- All duties will be carried out in working conditions normally inherent in the particular situation, e.g. indoors or outdoors.
- Post holder may be required to carry out duties at such other place of employment in the College service as may be reasonably required.

### **Training**

- Caretakers will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade (to include College wide training e.g. in policies etc.).

### **Other Duties**

- Ensure that day to day operational issues which are brought to the attention of the postholder are dealt with appropriately, e.g. cleanliness of facilities, heating and lighting.

- Any other duties may include those up to and including this grade, providing such duties are within competence of post holder.

The above list of duties is neither comprehensive nor exhaustive but outlines the general requirements of the post. Other duties may arise of a more general nature which is consistent with the job title and the salary attached to this post. Duties may change as the College develops, therefore the person appointed will be expected to be flexible in relation to duties performed, subject to consultation.

Location may be changed subject to the requirements of the College.

All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.

#### **4. Person Specification**

Applicants must meet the following eligibility criteria and desirable criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

##### **Eligibility Criteria**

- Applicants must have been employed in a post that involved Caretaking duties within the last 3 years to include; Securing Premises & contents, maintaining grounds, cleaning designated areas.
- GCSE Maths grade C or above or equivalent or satisfactory performance in College in-house numeracy test.
- GCSE English grade C or above or equivalent or satisfactory performance in College in-house literacy test.
- Applicants must possess a Basic Health & Safety at Work Certificate qualification (Level 1) or equivalent;  
**OR,**  
Applicants must have 1 years' experience working within five of the following Health and Safety areas: PPE, COSHH, Manual Handling, Risk Assessments, Hazard Awareness, Lone Working, H&S at Work, Accident & Ill Health Prevention; in a professional environment where Health & Safety is a key requirement.



## Essential Criteria

- Proven experience in securing premises and its contents.
- Proven experience in maintenance relevant to the post and maintaining grounds (carparks/paths/grass).
- Proven experience in cleaning designated areas and supervising cleaners and related administrative duties.
- Proven experience in porteraging.
- Proven ability to build and maintain effective relationships with a range of stakeholders.
- Proven ability to meet deadlines and achieve agreed targets.

## 5. Terms of Appointment

- These are permanent posts.
- The salary scale for this post is £16,781 - £17,772.
- The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

## 6. Recruitment and Selection Process

### How to apply

To apply in the first instance please email completed application form to [jobs@nrc.ac.uk](mailto:jobs@nrc.ac.uk)

Hard copy applications can be sent to:

Human Resources  
Northern Regional College  
Farm Lodge  
Ballymena  
BT43 7DF

The closing date for applications is **20 February** 2018 at 1.00pm. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - CVs will not be accepted.

Applicants with a disability who require assistance will be facilitated upon request. Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

### **Equal Opportunities Monitoring**

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

### **Application Form**

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

### **Shortlist**

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make assumptions or take into consideration information known to them personally about any applicant.

## **Selection and Interview**

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during March 2018.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

## **Notification of Successful Applicants**

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

## **Offer of Employment: Appointment Verification**

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at [www.nrc.ac.uk](http://www.nrc.ac.uk)

Further information on Enhanced Disclosure Certificates may be found at: <http://www.nidirect.gov.uk>

### **Keeping of Records**

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

### **Equality and Diversity**

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

*'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'*

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

### **Further Information**

Should you have any further queries about this selection process, please contact Jackie Taylor on 02825 664257.