**Bryson FutureSkills**

**Training & Operations Departments**

**Job Title:** Caretaker/Driver

**Location:** Stockman House, 39-43 Bedford Street, Belfast

**Responsible to:** Head of Programmes

**Job Purpose**

To participate in the performance of scheduled and unscheduled property maintenance and repair works on behalf of Bryson FutureSkills in the performance these and other duties that may from time to time be required.

**Key responsibilities:**

* To help maintain Bryson FutureSkills owned and/or controlled properties.
* To assist the with internal and external improvement works in Bryson FutureSkills owned or controlled properties.
* To assist in responding to emergency property repairs.
* To organise and record the result of routine tests or inspections of systems, processes or procedures within Bryson FutureSkills own or controlled properties.
* To assist in the process of calculating, determining and ordering equipment or materials necessary to carryout repairs or improvement works.
* To assist in Bryson FutureSkills efforts to minimise the waste stream to landfill by recycling redundant equipment and materials.
* To assist with logistical support for other Bryson Group services.
* To provide security in the Stockman House building
* To ensure the building is clean, tidy and a safe environment
* To assist with Fire warden duties
* To prepare rooms for meetings and events
* To replace of consumables
* To monitoring heat and light levels in the building
* To accept deliveries and redirect mail
* To provid basic Minibus maintenance
* To transport learners to external training provision
* To transport learners to external job fairs, digital media events and extracurricular activities
* To providing support and assistance to staff in the event of an emergency

Length of contract: 51 weeks

Hours: 35 per week

**All employees of Bryson Group are required to respect an individual’s right to privacy, dignity, choice and independence.**

PERSON SPECIFICATION

Job Title: Caretaker/Driver

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| **Criteria** |  | **Essential** | **Desirable** | **Tested** |
| Two year’s experience of general building and property maintenance work |  | √ |  |
| Two year’s experience of 1st & 2nd fix joinery. |  | √ |  |
| Knowledge and practical experience of building and maintenance trade skills including – plumbing; plastering and painting |  | √ |  |
| Previous practical experience of calculating; determining and managing stock |  | √ |  |
| Good oral communication skills | √ |  |  |
| Flexibility to work evenings and weekends as and when required | √ |  |  |
| IT literate |  | √ |  |
| Experience of team working | √ |  |  |
| Experience of independent working  | √ |  |  |
| Clean driving licence | √ |  |  |