



Caretaker

Department:

Facilities

Ref: FAC-046/P

Salary:

Salary in the range of £19,209 to £21,686 per annum

***Closing date for applications:**

**12:00 noon on Tuesday 27
September 2022**

Interviews are expected to take place within 4 weeks of the closing date.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by email: jobs@bolton.ac.uk.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all applications submitted.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

Are you interested in joining the number one University in Greater Manchester for student satisfaction?

Here at the University of Bolton, we are proud of our growing reputation as a student focused University. With our strategy of "Teaching Intensive, Research Informed" we are committed to offering our students the best experience possible. Due to our ongoing growth, we are now looking for a Caretaker to join our Facilities team. On a day-to-day basis, you will be involved in the removal of litter, minor grounds maintenance, and other minor repairs such as changing bulbs/lamps, delivering post and providing a high level of customer service.

The role holder will also be expected to assist with fire and safety procedures and the evacuation of buildings when appropriate as well as to report faults, hazards and other health and safety issues as appropriate.

We ask a lot from our staff but in return, you will receive a competitive benefits package including access to the Local Government Pension Scheme, an employee benefits scheme and generous annual leave entitlement. As a small University, you will have opportunities to work with colleagues across campus to support and deliver the best student experience possible.

The rota will be as follows:

Week One - 6.00 am to 2.00 pm, Monday to Thursday;
6.00 am to 12.45 pm, Friday

Week Two - 2.00 pm to 10.00 pm, Monday to Thursday;
12.00 noon to 6.45 pm, Friday