

## Job Description

<b>Job Title:</b>	Caretaker
<b>Organisation:</b>	Fassnidge Memorial Trust
<b>Responsible to:</b>	tbc - Designated Trustee
<b>Responsible for:</b>	Number of Staff: None

## Job Purpose

Working to provide a secure environment for Trustees, Trust staff and external organisations, their staff and clients whilst 'on-site' and to ensure that all users respect the Hall arrangements and regulations. To assist in the day-to-day maintenance and cleanliness of the respective Northwood and Uxbridge sites. This role requires cover during weekend/evenings for events lettings.

Training will be provided as and when required or when appropriate.

## Main Responsibilities

The responsibilities of the post-holder will include the following Key accountabilities:

1. Premises work
2. Site security
3. Other duties

## Key Tasks:

### 1. Premises

- a. To assist in the education of clients with the cleaning of buildings and keeping the site free of litter.
- b. To assist in receiving goods and deliveries relating to the Trust.
- c. To be a key holder.
- d. To be able to attend both Northwood and Uxbridge sites.
- e. To undertake basic maintenance to include minor cleaning tasks as required.
- f. To be flexible with weekend/evening work.

### 2. Security

- a. To ensure the general security of the buildings and grounds of the site estates.

- b. To ensure the discipline code for all users, particularly in respect of noise, litter, smoking, alcohol and drugs in the following ways:
- c. To ensure any unauthorised persons or trespassers leave the grounds and or buildings and escort them from the premises where necessary. In order to detect unauthorised persons, the Caretaker will be able to demand to see identity cards and take other appropriate actions to identify the person.
- d. To be responsible for the opening and locking up of site buildings as required.
- e. To assist in the orderly evacuation of buildings in the event of an emergency evacuation or drill.
- f. To attend the buildings on call out from central station when the security alarm is set off.
- g. To provide the above services at special events that the Trust may occasionally hold throughout the year.
- h. To call police in situations where a crime or breach is feared, is being attempted, is taking place or has taken place, depending upon circumstances.

### **3. Other Duties**

- a. To keep up-to-date on legislation and procedures affecting security and health and safety and to attend training events as required.
- b. To be alert for potential risk situations and notify the relevant responsible staff accordingly.
- c. To assess and respond to Health & Safety hazards on site.
- d. To undertake other such associated duties as may from time to time be required by the Trust.
- e. To be committed to safeguarding and promoting the welfare of staff and clients.
- f. Support cover during weekend/evening events.
- g. Any other duties that are deemed relevant in line with this role.

## **PERSONAL ATTRIBUTES**

- To be able to work under your own initiative.
- Excellent inter-personal skills and effective communicator.
- The ability to understand, carry out and progress the needs of the Trustees and the aims and objectives of the Trust.
- The ability to prioritise work.
- An understanding of Health and Safety requirements.
- Personally efficient and well organised.
- Flexible in changing circumstances.
- Trustworthy and confidential.
- No specific formal qualifications are required, however, experience of working in a professional environment equivalent is desirable.

## **EQUALITIES**

Ensure implementation and promotion in the service delivery of the Trust's equal opportunities policies and statutory responsibilities.

## **CARETAKER**

## Person Specification

	Essential	Desirable
<b>Skills/ Qualifications/ Training</b>		
Experience of writing short reports		✓
Full clean driving licence	✓	
Willingness to attend training as required	✓	
Ability to undertake basic maintenance tasks and manual work	✓	
Basic understanding and ability with the use of electronic communication emails, mobiles phones etc.	✓	
<b>Knowledge and Understanding</b>		
Ability to communicate with the client organisation in a respectful but authoritative way	✓	
Ability to communicate with senior management staff	✓	
Ability to communicate with the public in a tactful manner	✓	
Ability to communicate with outside authorities e.g. Police	✓	
Awareness of fire and safety risks		✓
Awareness of legislation and procedures affecting security		✓
Comfortable working at heights and in confined spaces (rarely required)	✓	
<b>Attributes</b>		
Commitment to safeguarding and promoting the welfare of older or vulnerable adults	✓	
A commitment to the ethos of the Trust	✓	
Ability to notice and upkeep a clean environment prior to hall letting appointments	✓	
Awareness of and adherence to relevant regulations and legislation, data protection and safeguarding requirements and a commitment to equality of opportunity	✓	
Excellent attention to detail	✓	
Ability to work on own initiative	✓	
Ability to adapt to changing and sometimes conflicting demands	✓	
Ability to work flexible hours including cover during weekend/evening events as lettings increase.	✓	
Ability to relate well to clients, Trustees and colleagues	✓	
Excellent punctuality and professional conduct	✓	
Ability to work in an organised manner with a varied workload to meet deadlines	✓	
Ability to work under pressure and maintain a sense of humour and perspective	✓	
Flexible approach with a willingness to work overtime when required	✓	
Willing to help colleagues and offer support when required	✓	