

## **Job description**

Job title:	Residential Caretaker / Maintenance Person - Almshouses
Reporting to:	Facilities Manager - Whitgift Care
Location:	Based at the Almshouses the role may require the job holder to work at other properties including the Foundation offices, care homes, sheltered housing and residential properties

## **Job purpose**

To perform reactive and planned maintenance building maintenance and repair tasks, carry out periodic statutory and non-statutory checks and inspections and assist in the day-to-day operations of the Estates team, with specific responsibility for:

- Securing the Almshouses and Foundation offices and caring for this historically important Grade 1 listed building
- Undertaking general repairs, cleaning and maintenance tasks within their technical competence level
- Providing security, portering, post and general maintenance services to the Almshouses and the Foundation offices and other Foundation properties as required.

## **Main responsibilities**

1. To reside in the Almshouses overnight and carry out routine, planned or reactive maintenance or service tasks each day, including responding to out of hours emergency service calls if needed.
2. To ensure the Almshouses and George Street offices are kept secure from entry by unauthorised entrants and report any security concerns to the police/street wardens.
3. To be polite, courteous and caring to residents and visitors and alert the warden team to any safeguarding/care concerns in respect of resident's wellbeing. To assist residents in basic maintenance tasks e.g. replacing light bulbs/putting up pictures.
4. To be responsible for ensuring that the weekly, monthly, annual or other routine programme of maintenance is carried out for the Almshouses.
5. To undertake portering tasks as required, including setting up and clearing away furniture for meetings or events and accepting deliveries/parcels.
6. To carry out grounds maintenance work which may include picking up litter, sweeping, cleaning and sterilizing waste and recycling bins and surrounding areas.
7. To monitor stock levels of consumable items such as grit salt, light bulbs/tubes, boiler consumables and to arrange with the Estates team to replenish supplies in accordance with current procedures.
8. To assist with painting and decorating to agreed specifications as and when required, e.g. benches/communal areas.

9. To undertake and document the regular health and safety and compliance checks as directed by the facilities manager: examples might include the weekly fire alarm tests, legionella and water safety/temperature checks.
10. To be responsible for carrying out and documenting weekly, monthly, and annual programme of routine maintenance tasks are carried out for all operational Foundation properties within scope of role.
11. When required, to assist the plumber in clearing blockages, removing foreign matter from sinks, toilets, drains, kitchen grease traps etc. and cleaning up spillages as required.
12. To ensure that gullies, drains etc. are kept free from debris and that the Foundation's properties and grounds are litter free.
13. To be responsible for ensuring clear and safe pedestrian access to the Foundation's properties particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
14. To carry out meter readings for the Foundation as required.
15. To take out the bins and clear out the bin sheds; to reduce the risk of fire by ensuring all combustible material is removed from communal areas.

**General**

- To ensure all duties are carried out in accordance with health and safety regulations
- To undertake any training and development as required
- To undertake any ad hoc projects as required
- To undertake any other duties and responsibilities as determined by the facilities manager, Whitgift Care or director of property that reasonably fall within the scope of the role.

*John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people and expects all staff and volunteers to share this commitment.*

**Data protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes holding data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

I confirm I have read and understood this job description.

Name of post holder .....

Signature .....

Date .....

## Person specification

Job title: Residential Caretaker

Department: Facilities

Key criteria	Essential	Desirable
Qualifications	GCSE Maths and English level C or equivalent as a minimum	Any relevant building related or maintenance qualification  Formal qualification in a particular trade
Experience	Experience of working in a busy maintenance environment  Experience of carrying out minor repairs and conducting inspections  Experience of communicating with a wide range of people, both verbally and in writing	Experience of coordinating minor building and maintenance works  Experience of using computerised estates and facilities management systems  Experience of carrying out repairs within a care home
Skills and knowledge	Good organisational skills with the ability to manage several priorities  Good understanding of general property maintenance  Knowledge and understanding of health & safety legislation  Ability to communicate, both verbally and in writing, with a wide range of people  Good record keeping skills  Able to produce consistently high-quality workmanship  Computer literate, with the ability to use IT systems for reporting and maintaining records  Full driving licence and able to travel between locations	Working knowledge of buildings, facilities and estates management tasks and routines  Technical knowledge of mechanical and electrical systems  Ability to measure and calculate quantities  Ability to drive a minibus
Personal qualities	Caring approach - understanding and empathy with older people  Able to live on site overnight and at weekends. Emergency care to residents is available 24 hours a day through Careline, however in the event of a major emergency then the postholder may need to assist the emergency services in gaining access to the building  Flexible and adaptable approach and ability to work as part of a team	

Key criteria	Essential	Desirable
	Ability to manage own workload, working to deadlines and delivery timescales Ability to manage pressure and prioritise tasks Prepared to travel between locations as required	

**Hours of work:** normal hours are 40 hours per week over 5 days; 8:00-5:00pm with an hour's unpaid break for lunch. However, the post holder will be expected to have a flexible attitude to meeting deadlines with an understanding that the job may require non-standard/out-of-hours working to ensure the Almshouses are kept secure and safe. For example, to allow access for weekend events/visits.