**Caretaker**

**Responsible for:** Managing all aspects of the maintenance of both The Roth and The Turner buildings, and the site in general.

**Reporting to:**  Centre Director

**Job Type:** Part-Time

**Salary:** £12 / hour

**Hours:** Flexible Hours 10-15 hours / week (Monday to Friday with occasional weekend hours) - these hours/days are flexible and are based on need (any changes will be agreed in advance with your line manager).

**Contract Term:** Permanent

**Location:** Based at The Sadie Centre, Rosehill Hospital, Hitchin Road, Letchworth, SG6 3NA

**General:**

The Centre is a flourishing charity with a national reputation as a centre of excellence, providing a wide range of interventions which enhance health and wellbeing. Based on a peaceful 8-acre greenbelt site between Hitchin and Letchworth, it offers a unique environment in which to work – one which is un-corporate yet professional.

**Please note this job description is intended to outline the main duties of the post and may change as the role develops.**

**How to apply:**

Please email Orli Gorenski (Head of Operations) with a CV and covering letter: [orligorenski@sadiecentre.org](mailto:orligorenski@sadiecentre.org)

**Job Description**

**Caretaker** required to look after and love our beautiful site and quirky 110-year-old buildings.

The varied and very flexible role would require:

* Availability for daytime tasks (such as setting up rooms for meetings) and emergencies.

**Tasks:**

* Managing heating, internal, and external lighting and alarm systems/liaising with service providers such as British Gas where necessary.
* General site maintenance.
* Managing pest control.
* Maintaining water coolers.
* Occasional waxing of floors, painting where necessary.
* Organising storage areas.

This job description/specification is not comprehensive, and the role could require the successful applicant to perform other duties as required or assigned which are reasonably within the scope of the duties in this job classification.

The role would suit someone with caretaker, maintenance, or handyman experience; someone who is capable, reliable, self-motivated, flexible.

Hours:  variable, 10-15 hours each week

Salary: £12 an hour

**Person Specification**

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| --- | --- | --- |
| **Requirement** | **Essential/Desirable** | **Measurements** |
| **EXPERIENCE** |  |  |
| Experience in a caretaker or similar role | Essential | Application, Interview |
| The know-how to assess and carry out minor repairs and maintenance independently and commission experts where required | Essential | Application, Interview |
| Considerable, demonstrable experience of high-quality maintenance, site/facilities management and health and safety | Essential | Application, Interview |
| An understanding of various cleaning methods and techniques | Essential | Application, Interview |
| An understanding of health, safety and security issues | Essential | Application, Interview |
| A thorough practically based understanding of premises maintenance issues | Essential | Application, Interview |
| Experience working for a charitable organization or school | Desirable | Application, Interview |
| **SKILLS** |  |  |
| Exceptional organisational skills and attention to detail, able to work under pressure | Essential | Application, Interview |
| Able to work on own initiative and as part of a team | Essential | Application, Interview |
| Ability to be flexible and respond effectively to the ‘unexpected’ | Essential | Application, Interview |
| Ability to communicate and interact effectively with adults, children and young people | Essential | Interview |
| Able to manage time effectively and prioritise workload | Essential | Application, Interview |
| **PERSONAL CHARACTERISTICS / ATTITUDE** |  |  |
| Self-driven and highly motivated | Essential | Interview |
| Conscientious, reliable, flexible and punctual | Essential | Interview |
| Committed to accuracy | Essential | Application, Interview |
| Able to work on own and with initiative | Essential | Interview |
| Discrete, trustworthy and understands issues of confidentiality and safeguarding | Essential | Interview |
| Committed to Equal Opportunities | Essential | Application, Interview |
| **SPECIAL REQUIREMENTS** |  |  |
| DBS check and two professional references | Essential | Condition of employment |