



QUAGGY DEVELOPMENT TRUST
*Improving the lives of
local children and families*

Job Description

Job Title: Premises Caretaker (non-resident)

Responsible to: Director and Office Lead

Pay: £25,642-£26,559 pro rata – Full Time 37.5 hours a week.

Purpose of job

To undertake caretaking, outdoor cleaning and minor repairs in and around Quaggy Children's Centre, and other relevant sites. (Margaret Bondfield Nursery and ad hoc support at other Children's Centres.

Main tasks/ duties

To ensure the premises and grounds are safe, warm, clean and properly maintained. This may involve practically doing these duties or where appropriate, organising contractors, so that all statutory Health & Safety standards are met.

- Security responsibilities including emergency, security, fire and safety procedures, setting alarm systems and reporting defects. Logging all actions and concerns.
- Cleaning duties include monitoring of cleaners, undertaking ad hoc cleaning duties as required,
- Heating responsibilities include the operation and routine maintenance of the heating system and adjacent areas.
- Portage duties include taking delivery and distributing supplies, moving furniture and equipment, putting up gazebos etc.
- Maintenance duties include general handy person repairs, reporting when more major repairs are required, arranging & directing contractors.
- To be responsible for regular litter and large items of rubbish clearing, including the removal of any offensive material from the property and/or arranging removal or collection of these items.
- To carry out minor repairs and routine maintenance, including areas such as outdoors, entrances, toilets, in rooms, clearing drains and gullies etc, reporting faults, defects or general maintenance required to the centre manager.
- To check and clean and ensure that items of equipment are in good working order and to ensure that it is properly serviced, maintained and replaced as needed. This includes boilers/ heating, laundries, cooking and play equipment.
- To check and clean light fittings and adjust time clocks as required.

- To regularly check refuse areas and to free blockages, clear spillages and keep areas hygienic sweeping and cleaning as required.
- Seasonally to clear leaves and snow from walkways, gritting and salting as appropriate.
- To keep the outdoor play area clean and tidy including grass areas and check any work by contractors.
- To maintain store inventories of equipment and supplies relating to your work, including stock check and informing manager of new order needs.
- To respond to emergency situations outside of normal hours and to contact alarm company and emergency services as required.
- To produce reports about accidents, damage or unusual occurrences in and around the site.
- To attend training courses as requested.
- To implement Quaggy Development Trust's Equality, Diversity and Inclusion policy.

Hours: 37.5 hours per week, across various sites

Holiday entitlement: 25 days a year pro rata and bank holidays

Location: Mainly at Quaggy Children's Centre for the bulk of the time, but visits to and work at other sites across Greenwich will be part of this role.

Person Specification

Experience

Level required

- One year's relevant work experience in; Caretaking, DIY, Gardening or building trade
- Working positively with public

Knowledge/ Skills

Level required

- Able to communicate in writing and verbally with work colleagues and public.
- Ability to carry out DIY skills, including gardening.
- To be physically able to undertake main duties and responsibilities, including the manual task e.g. moving heavy objects.
- Organisational skills – to be proactive in organising own work.
- To be able to use IT to record and manage work

Education

Level required

- Good enough English and Maths to carry out the role. This includes written communication as well as verbal.