







Job Title	Caretaker/Facilities Assistant
Job Level	TBC
Location	Chilcomb House, Chilcomb Lane, Winchester
Workstream	People Team
Function	Facilities
Line Manager	Facilities Manager
People Leadership	None
Diversity and Inclusion	
We are committed to promoting equality and diversity and a culture that actively values difference.	
Role Purpose	
Work under the guidance of the Facilities Manager to provide a high quality, customer focused service in relation to day-to-day site operation. Ensure that facilities are safe, secure and well presented at all times.	
Responsibilities	
<ul style="list-style-type: none"> • Unlocking/locking-up duties - ensuring intruder alarms are set and site is secure • Keyholder for the site • Point of contact for contractors and to facilitate access as required • Carry out and record periodic health and safety checks and tests • Lead on reporting building maintenance issues to the Landlord's maintenance helpdesk • Carry out simple repairs/maintenance as required • Liaise with and monitor grounds maintenance and cleaning contractors • Ground's maintenance duties as required (lawn mowing) • To cover cleaning duties as required • To remove rubbish, waste and recycling as required • Monitoring and maintaining cleaning stock levels • Monitoring and replenishing toilet consumables • Distributing incoming deliveries as required • Providing support and cover on reception when necessary • Ensure fleet vehicles are taken to MOT and service appointments as required • Fire Marshal duties • Undertake appropriate training and development 	
Experience, Skills and Qualifications:	
Essential	
<ul style="list-style-type: none"> • Educated to GCSE level, including Maths and English • Previous experience of caretaking/facilities maintenance • General grounds maintenance knowledge and experience of using related machinery • Knowledge of relevant Health and Safety rules and regulations, assessing producing risk assessments, record keeping • Proactive, responsive, with good organisational skills • Excellent interpersonal skills, able to work independently or with wider team as needed. • Competent with Microsoft Office 	
Desirable qualifications, skills, knowledge or experience	
<ul style="list-style-type: none"> • IOSH qualification • Fork Lift Truck Licence • General maintenance/Handyman skills • Health and safety courses attended/certification 	

<p>Planning and Organising</p> <ul style="list-style-type: none"> • Identifies and organises resources needed to accomplish tasks • Manages time effectively • Monitors performance against deadlines and milestones 	<p>Working with People</p> <ul style="list-style-type: none"> • Demonstrates an interest in and understanding of others • Adapts to the team and builds team spirit • Listens, consults others and communicates proactively • Supports and cares for others
<p>Adapting and Responding to Change</p> <ul style="list-style-type: none"> • Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows respect and sensitivity towards cultural and religious differences 	<p>Applying Expertise and Technology</p> <ul style="list-style-type: none"> • Develops job knowledge and expertise through continual professional development • Uses technology to achieve work objectives • Demonstrates an understanding of different organisational departments and functions
<p>Following Instructions and Procedures</p> <ul style="list-style-type: none"> • Acts on verbal and written instruction given • Reads and understands relevant written documentation/procedures 	<p>Deciding and Initiating Action</p> <ul style="list-style-type: none"> • Confidence and experience to take action when required • Knows when to escalate/seek advice

Values

 <p>CONFIDENCE</p> <p>We have the courage to aim high and think differently</p>	 <p>CREATIVITY</p> <p>We are imaginative, resourceful and flexible in what we do and how we do it</p>	 <p>EXCELLENCE</p> <p>We aspire to the highest standards in everything we do</p>
 <p>RESPONSIBILITY</p> <p>We are all responsible for the success of the trust, as individuals and together</p>	 <p>TEAMWORK</p> <p>Through working collaboratively, we inspire our people to make their best contribution, share knowledge and celebrate our achievements</p>	 <p>RESPECT</p> <p>We are considerate, respectful and understand each other's similarities and differences</p>

Created by:	Rob James	Date:	27 th April 2021
People Team Review by:		Date:	