

## **JOB DESCRIPTION**

<b>Post:</b>	Caretaker
<b>Location:</b>	Norfolk
<b>Reporting to:</b>	Service Manager
<b>Responsible for:</b>	N/A

## **RESPONSIBILITIES OF THE POST**

### **1) Principal Purpose of the Job Role**

To ensure that premises and grounds are maintained and secure in accordance with policies and procedures. You will achieve this through acting with integrity; value, respect and promote equality, diversity, dignity and inclusion.

### **2) Context**

Independence Matters provides a wide range of support services tailored to the needs of adults with learning and physical disabilities, young people in transition and older people, including people with dementia, and their families.

The post holder will ensure that the premises and grounds are maintained to a high standard which allows for the service to operate efficiently and effectively.

### **3) Key responsibilities and Accountabilities (*This list is not exhaustive*)**

- Have a knowledge and understanding of the Health & Safety at Work Act 1974.
- Be responsible for the security of the premises and contents, including undertaking key holder responsibilities, involving locking and unlocking entrances, checking and securing windows and doors.
- Testing of fire and security alarms, including ensuring they are fully operational and being available to answer emergencies out of hours as required.
- Ensure contractors understand and comply with the premises health & safety policies and procedures. Ensure all issues are reported to the premises manager.
- To support the premises manager with conducting H&S check and monitoring and maintaining COSHH records.

- Undertake duties such as moving furniture, minor repairs to property, fixtures and fittings.
- Be responsible for general maintenance of equipment.
- Take responsibility for out of hours room hire arrangements. Which may include unlocking and locking premises.
- Be responsible for safe working practices of self and assist the management team as required in maintaining a safe working environment in accordance with Health and Safety legislation.
- Work flexibly to provide support as required across different teams and sites.
- To be responsible for ensuring clear and safe pedestrian access to sites particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To control the provision and replenish items, including requisition, storage and distribution of such items.
- To report emergencies to the premises manager and maintain appropriate records including legionella testing.
- To carry out such other responsibilities and activities as can reasonably be required in accordance with the grade and nature of the post.

#### **4) Special Conditions**

- a) The post is subject to the appropriate level of Disclosure and Barring check.
- b) The post holder will be classed as office based with a base location geographical to their home address. It is envisaged that the post holder will be required to work away from their base and attend meetings away from their base location.

#### **PERSON SPECIFICATION**

##### **Essential Criteria**

- 1) Proven time management skills.
- 2) Highly organised and methodical.
- 3) Evidence of ability to successfully communicate with a range of different audiences.
- 4) Demonstrate the ability to work on own initiative.
- 5) Flexibility regarding working hours to accommodate the needs of the business.

## **Desirable Criteria**

- 1) Previous experience in a similar role.
- 2) Knowledge of Health & Safety Act 1974.