Job Description

Post: Caretaker

Responsible to: Sparkle Team Lead

Accountable to: Serennu Children’s Centre Manager

Location: Serennu Children’s Centre, Newport

Salary: £10.46 per hour

**Hours:** 37.5 hours per week

Monday to Friday 7.45am to 3.45pm. (job share could be considered)

**Annual Leave entitlement:** 25 days paid holidays (pro rata), excluding bank holidays

**Contract:** Permanent

**JOB SUMMARY:**

The post-holder will be responsible for:

Basic maintenance and repairs of all internal areas; gardening and outdoor maintenance of the grounds; upkeep, cleaning and security of Serennu Children’s Centre together with specific responsibility for scheduled maintenance and testing of the centre’s hydrotherapy pool.

**Key Tasks - Hydrotherapy Pool**

Undertake cleaning tasks as detailed in the daily, weekly and monthly schedules.

Maintain the hydrotherapy pool, including scheduled and unscheduled water cleaning, pH testing, filter cleaning and emptying of pool for scheduled work.

Undertake routine microbiology testing of water samples.

Check equipment associated with the hydrotherapy pool, for example, the pool cover, hoist, etc. ensuring these are in good working order.

Utilise a variety of potentially hazardous products and materials adhering to guidance from COSHH data sheets, risk assessments and method statements.

Responsible for identifying and maintaining an inventory of chemicals used and required for pool maintenance.

Inform staff to cease operating the pool with immediate effect where tests do not meet statutory compliance, reporting to the manager and maintenance department to rectify the situation.

**Key Tasks: Site cleaning, security and safety**

When required, to be responsible for opening the building (i.e. building keyholder) and de-arming security in addition to locking and re-setting security systems at the end of the day.

In exceptional circumstances such as inclement weather, or out of hours emergencies, to be available to open/lock the building.

Ensure all entrances are clear of debris and swept clean daily.

Ensure that, in extreme weather, all entrances and pathways are gritted and safe for egress by members of the public and staff.

Ensure the cleanliness of the centre, equipment, roads, pathways, shelters and external bins, including window washing of the internal and external glass. This will include using jet washing equipment and paths as necessary.

Ensure all external bins are emptied as required, but at least on a daily basis. Ensure all external bins are disinfected once a week.

Ensure that any litter is collected and disposed of around the Serennu site and car parks.

Ensure all domestic waste is collected and removed from the building.

Ensure all redundant or condemned equipment or furniture is removed and stored safely whilst awaiting collection.

Responsible for undertaking the daily and weekly tasks required (e.g. water flushing) to minimise risk of Legionnaires disease, maintaining accurate records and informing works and estates of any remedial action required.

Undertake monthly fire safety equipment checks and maintain relevant records.

Act as one of a team of on-site Fire Marshalls.

Ensure the correct cleaning materials (including colour-coded equipment and cleaning/sterilising agents) are used to maintain the highest standards of hygiene throughout all areas.

Ensure a neat, clean and tidy appearance is maintained and children and families are treated pleasantly and courteously at all times.

Organise room rotation to facilitate periodic deep cleaning to ensure standards are maintained.

Prepare rooms ensuring that they are laid up and ready for usage.

Assist with the layup and cleanliness of the MediCinema, including set up of electronic lectern.

Assist centre staff to discourage unauthorised parking by public and staff.

Assist with any cleaning tasks either in the absence of the domestic staff or to support the centre

**Key Tasks: Site maintenance**

Complete gardening and general outdoor maintenance of the grounds, including weeding, pruning of bushes and hedges, jet washing, planting seeds/flowers and ensuring the grounds are visually attractive and well presented at all times.

Report any equipment or building faults to works and estates and if of a serious nature, report immediately to the Centre Manager and safely secure the area if able.

Undertake supervised and unsupervised maintenance and repair work such as changing light bulbs/shades, repairing door handles/locks, replace lead/plug, Portable Appliance Test etc. safely and within area of responsibility, reporting any follow-up repairs required. This will include working at heights i.e. ladders.

Respond to routine and non-routine breakdown quests and carry out basic fault-finding techniques on a variety of engineering systems and engineering plant in order to provide works and estates with the information required to enable them to carry out electrical, mechanical or building repairs.

Provide contractors with the required assistance, information and paperwork to enable them to undertake their work in an efficient and effective manner with minimum disruption to the daily operation of the centre.

Undertake general handyman duties and provide works and estates, and external contractors with information for the inclusion in their risk assessments and method statements.

Liaise with supervisor/engineer when replacement components/spares are required to be purchased.

Observe good housekeeping skills when carrying out repairs, leaving the repaired area clean, tidy and safe.

**Additional Requirements:**

Responsible for monitoring stock levels, checking goods in/out and reporting any damage/discrepancies to the relevant personnel, in liaison with the Admin Co-ordinator.

Ensure deliveries are stored appropriately to prevent any health and safety issues occurring

Distribute stock such as equipment and stationery to the relevant departments within Serennu.

On an exception basis, support any caretaking duties at other Sparkle sites.

Comply with all aspects of current legislation and practices, pest control procedures, department security, health and safety and fire procedures throughout the building.

Volunteer for at least four Children Centre events, fun days, etc. per annum.

**Special Conditions:**

**Working Hours**

The post holder will be required to work extremely flexibly, and the post will require evening and weekend working as required by the needs of Sparkle.

The rate of pay is a consolidated one, which includes any enhanced payments for evening and weekend working.

The post holder will be expected to volunteer their time, at least four days per annum (pro rata) to support the work of the charity and children’s centre.

**Pre-employment recruitment**

Prior to employment commencing all staff are subject to an occupational health assessment and Enhanced Disclosure and Barring check with a children barred list check. Once these checks are completed employment can commence. We are a small charity and recruitment costs are high and therefore if a candidate decides to withdraw before commencement or within induction period Sparkle will seek to recover these costs from the candidate.

**Disclosure and Barring Service**

This post is subject to an enhanced Disclosure and Barring check with a

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared.

Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

**General Responsibilities**

**Health & Safety**

It is the responsibility of all employees to work to achieve a healthy and safe environment, and to take reasonable care of themselves and others.

**Equality & Diversity**

It is the responsibility of all employees to support Sparkle’s vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

***Sparkle is committed to Safeguarding and Promoting the welfare of***

***children, young people and vulnerable adults***

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | STA Level 3 Award in Swimming Pool Plant Operations or agreement to commit to the course (or willing to take qualification) |  |
| Experience | Experience of general building services  Knowledge of caretaking and cleaning services | Experience of working in a child care setting |
| Skills | Customer focused  Excellent verbal and communication skills  Organised  Able to prioritise |  |
| Knowledge | Mandatory training for health and safety, fire & manual handling  Knowledge of cleaning schedules, health and safety |  |
| Personal attributes | Self motivated  Flexible and adaptable  Ability to operate in a confidential and professional manner  Friendly manner  Able to work independently or as part of a team  Good time management  Well presented |  |
| Other | Prepared to work within any location  Be able to work unsociable hours e.g. weekends and bank holidays  Be extremely flexible and responsive to the demands of the service  Volunteer for at least 4 children centre events, e.g. Fete, Christmas Party | Ability to speak Welsh |