



Assistant Property Caretaker Job Description

Job Title: ASSISTANT PROPERTY CARETAKER

Establishment:

Responsible to: Domestic Bursar/Facilities Services Manager

Brief description of the job:

This job involves various duties to help the Property Caretaker to keep the property in good order. It involves working alongside numerous staff from other departments who may need help in creating the right environment to help with their roles. It is primarily about helping to maintain a clean, functional, safe and pleasant environment in which people can live and work.

Below is an outline of the job. The details of each Key Result Area and the standard at which the job will be supervised are described in the 'Performance Criteria'.

Key Result Areas:

- 1 To attend for work reliably and punctually.
- 2 To attend any training as required and take part in a positive manner.
- 3 To know where Hesley Group policies are kept and to be aware of and follow their contents.
- 4 To ensure that all students, residents and colleagues have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Hesley Group policies.
- 5 To contribute to good communication by (i) checking communication books, noticeboards, diaries, maintenance log and your pigeon hole every time you are on duty to check for information you need to know; (ii) attending meetings as required and; (iii) making sure you inform other people of things that are likely to be useful to them in their jobs.
- 6 To play a full part in building good relationships with other staff and with students/residents.
- 7 To carry out general maintenance tasks as required.
- 8 To assist with cleaning or grounds tasks as requested.
- 9 To assist the Property Caretaker in ensuring all electrical fittings are safe and in good order.
- 10 To assist in operating and maintaining heating and hot water plant.
- 11 To collect and move various items.
- 12 To assist in maintaining the outside fabric of the building.
- 13 To ensure the safe use and storage of all equipment and materials.
- 14 To assist in dealing with emergencies.
- 15 To maximise the security of the premises.
- 16 To be observant and do everything possible to protect students/residents and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes the need to report any incident of this type you witness, hear about or suspect.



- 17 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Health & Safety

- 18 To take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for students.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

The contribution you make by doing this job:

By carrying out these responsibilities well, you will be helping to provide the best possible quality of care for the young people who live with us. You will also be helping to create a safe and pleasant working environment for the other people who work here.

This organisation is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Prepared by Human Resources Dept. Date: 01/04/10

Jobholder Signed Date:

Manager Signed Date: