

JOB PACK

Caretaker

Inside

- ❖ CEO Welcome Letter/Advert
- ❖ Job Description
- ❖ Person Specification
- ❖ Staff Benefits



WELCOME

Dear Applicant,

Thank you for your interest in the position of Caretaker.

Are you a Jack or Jill of all trades? We need someone we can trust to take care of our CPotential Centre, inside and out.

CPotential is a registered charity providing a unique range of integrated therapy and support for children and young people with movement disorders, due to conditions such as cerebral palsy, global developmental delay and acquired brain injury.

You'll ensure the smooth running of the building and keep the grounds in good order, carrying out a range of different duties including general maintenance and checks, security and supervision of the site. You'll be one of our primary key holders, having responsibility for the security of the building and associated areas.

This is a job where your skills will ensure our Centre is a warm, welcoming and well-run building. If you'd like to be part of our team, then we'd love to hear from you.

For further charity insight, I encourage you to [watch our video](#), [visit our website](#) and browse our social media pages across Facebook, Instagram, TikTok, Twitter, LinkedIn and YouTube.

To apply, please email info@cpotential.org.uk with your **CV and Cover Letter** explaining your suitability, and why you would like to work for CPotential.

We look forward to hearing from you.

Best wishes,



Brett Parker
CEO



JOB DESCRIPTION

Job title:	Caretaker (Part-time)
Reports to:	Director of Resources & Enterprise / Practice Manager dotted line
Contract:	Permanent
Hours:	15 per week, normally worked Monday to Friday 8am to 11am
Salary:	£10,530 - £11,700 dependent on experience (£26,325 -£29,250 FTE based on 37.5 hour working week)
Location:	CPotential Centre, 143 Coppetts Road, London N10 1JP

Job Purpose

To maintain a clean, safe, secure and well-functioning environment at the Centre both externally and internally.

Main Responsibilities

Internal

- To unlock the Centre building and deactivate alarm system on arrival
- To check the lane leading to the Centre, grass verge, entrance to the park and car park area outside the gates of the Centre each morning on arrival and to remove any litter that may have been left there overnight.
- To check the jobs book each morning to see if any faults to the building, equipment, furniture or services have been recorded the previous day. If so, to correct them where possible or to call out an appropriate contractor, first getting authorisation from the Director of Finance or another member of the Senior Leadership Team.
- To ensure that the Centre building is kept clean and tidy at all times – floors, toilet areas, therapy rooms etc. (Note: there are two cleaners who do the bulk of this work in the morning).
- To be one of the registered keyholder for the alarm company
- To test the hot and cold running water temperatures (monthly) and check the water pressure and temperature in the boiler room (twice weekly).
- To test the fire alarm points (weekly) and the emergency lights (monthly) and record in the fire log book, as part of the fire risk assessment and health & safety requirements
- Following the annual fire risk assessment, follow up on any required action points
- Carry out annual fire drills, recording the outcome and any actions raised both in the fire log book and to the Director of Resources & Enterprise
- To be responsible for basic plumbing requirements e.g., unblocking of sinks, toilets etc as and when necessary.

- To monitor, maintain and carry out minor repairs to internal equipment, e.g., replacement of light bulbs, minor repairs to furniture or other fixture and fittings, and small painting jobs. Undertake minor electrical and plumbing repairs e.g., replacing lights, extractor fans, toilet floats.
- To ensure that the macerators are in good operating condition, descaling them regularly as required
- To PAT test all electrical equipment at the Centre annually (training will be provided)
- To check the electrical functioning of equipment in the server room in times of server / telephony failure
- To move equipment or furniture for staff as required
- To contribute to occasional major cleaning and/ or clearing tasks that might be required during periods when the Centre is closed to clients
- To ensure that contractors visiting to carry out repairs, tests or maintenance are properly signed in, have access to the areas and facilities they need and understand their tasks and to report back to the Director of Resources & Enterprise
- To order or purchase maintenance materials as and when required, first getting authorisation from the Director of Resources & Enterprise
- To maintain the internal and external work sheds in a tidy and organised manner
- To leave messages to inform the cleaning personnel of anything they need to be aware of for their work
- From time to time, to help with premises maintenance issues arising in our charity shop as requested by the Director of Resources & Enterprise.

External

- To maintain the grounds surrounding the Centre both inside and outside the Centre gates ensuring that the area is free of litter, weeds and other debris with the assistance of the cleaners.
- To cut the grass on a regular basis and ensure that that all bushes, shrubs etc are kept pruned back to a reasonable size with the assistance of the cleaners
- To ensure that all guttering is kept clear of leaves and other debris
- To wash the outside of the windows of the Centre monthly. The cleaners do the inside.
- To ensure that public access to the building is safe and accessible at all times e.g., gritting of pathways during the winter with the assistance of cleaning personnel
- To ensure any external signage belonging to the charity is clean and visible, e.g., free from foliage.

General

- To represent CPotential in a manner that ensures your actions reinforce the charity's values
- Work within all relevant CPotential policies and procedures
- The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post
- This job description may be subject to change in the light of the developing needs of the organisation and in consultation with the jobholder.

PERSON SPECIFICATION

Education and Training

Essential

- Awareness and understanding of health and safety regulations and best practice e.g., COSHH, Working from Height, Fire Marshalling, Manual Handling, storage of flammable / toxic materials.

Skills and Abilities

Essential

- Knowledge and experience of a range of general maintenance functions with good DIY skills, in particular carpentry, painting, gardening and general repairs, including ability to use relevant equipment correctly
- Ability to keep the building clean, hygienic, and safe for the children and families who attend the Centre including ability to use relevant equipment correctly
- Able to use the internet to research the cost of items required for the building's maintenance purchase needs and competent in use of email (Microsoft Outlook).

Desirable

- Experience of a similar role in a public service environment.

Personal Qualities

Essential

- Honest, reliable and conscientious
- Good planning skills
- Physically able to carry out the tasks listed in the job description
- Able to take initiative, proactively assess and plan works required and work without close supervision
- Ability to work as part of a team
- Willingness to be flexible to the changing demands of the post
- Ability communicate effectively and establish good relationships with staff, contractors and centre users
- Able to take responsibility along with all staff members for promoting and safeguarding the welfare of the children.

General

- The successful candidate for this post must be in possession of a DBS Enhanced Disclosure before taking up the position (CPotential will pay the fee if this needs to be obtained).



STAFF BENEFITS

As a CPotential member of staff, you are one of the charity's most important assets. We want you to love working for us and to develop personally and professionally while you're with us to give us your best.

Holiday

It's important to recharge your batteries, so we offer a generous holiday allowance, in addition to Public Holidays.

Learning and development

We offer life-changing learning to the children and young people we work with, and we value your learning just as much. All staff can access in-house training and we budget for external training too.

Family support

We offer a range of benefits to support family life, including parental leave and compassionate leave when needed.

Pension scheme

We offer the NEST pension scheme, of which new staff members are enrolled after three months of employment.

Employee Assistance Programme

It isn't in anyone's best interests if you have issues that are keeping you awake at night. We subscribe to an Employee Assistance Programme, so that you can access 24-hour support for things that are bothering you, whether at work or home.

Enhanced Healthcare Insurance

Healthcare insurance with Westfield Health, providing cash reimbursement for a selection of health therapies including optical, dental, osteopathy, and physiotherapy. Option to add family members at an additional cost. Offered to staff employed with us for a minimum of 12 months.



Join the ride.



CPotential
we do

cpotential.org.uk

143 Coppetts Road N10 1JP
Email: info@cpotential.org.uk
Tel: 020 8444 7242
Registered Charity No. 1124524