

JOB DESCRIPTION

Job Title: **Multi Site Facilities Caretaker**
Incl. Pool/Plant Room Maintenance

Annual Salary: £32,000

Immediate Manager: **Operations Manager**

Responsible to: CEO
NST Board of Trustees

Hours: 40 hrs Monday – Friday, some split shifts. Must be willing to work evenings and weekends when required – possibility of overtime

Special Conditions: Mileage paid at 45p per mile.

Control of Resources: To be responsible, alongside other NST staff for equipment and materials; ordering supplies and monitoring stock levels and the correct use and security of equipment.

Health & Safety Welfare: To work in accordance with NST and Local Authority's Health and Safety and Welfare standards.

Purpose & Objectives: To work as a member of the Health and Safety Team, providing efficient and effective caretaking support to NST across its various sites in a proactive and reactive manner, ensuring that NST buildings, exteriors and vehicles are maintained to the highest standard and in a timely manner.

Principle Duties:

1. To be mindful of the needs of next steppers while performing duties. To interact and respond appropriately to them.
2. To take pride in our sites both internally and externally and be responsible for ensuring that all areas are tidy, safe and well maintained.
3. To be responsible for completing regular scheduled audits of the sites (internal and external) and responding to any arising concerns; attending to damages and breakages as they occur and ensuring that safety is maintained and a high standard of cleanliness is maintained. Including arranging external trades and contractors where necessary. To use your initiative in order to provide a responsive caretaking service, in a timely manner, prioritising your work in order of urgency.
4. To liaise with the health and safety team and landlords of sites to identify and resolve issues.
5. To be responsible for regular pool maintenance, cleaning and safety checks as required, including plant room maintenance - water testing, water temperature recording & backwashing and chemical handling – maintaining records and completing necessary checklists. To arrange external contractors where required.
6. To review the Pool Safety Operating Plan as required.
7. To be responsible for receiving deliveries and the safe storage of chemicals for the hydrotherapy pool. Stock take and ensure that adequate chemicals and other items are in place as required for the upkeep of the hydrotherapy pool.
8. To be responsible for ensuring that NST vehicles are cleaned, maintained and meet all safety requirements and regularly updating the health and safety team.
9. To organise and facilitate NST driver competency assessments and provide Safety Webbing training.
10. To work as a member of the health and safety team and contribute to ensuring that health and safety regulations are complied with and followed through and reported as appropriate, including providing regular reports on all areas of your work.

11. To work as part of the health and safety team to ensure the completion of relevant risk assessments and audits.
12. To complete regular safety checks (emergency lighting, fire alarm testing, water temperature checks) and maintain records of these together with identified issues ensuring that these are reported and resolved.
13. To take leadership within the health and safety team for scheduling contractors for checks and services and ensure all maintenance checks are up to date – including (but not exclusive) LOLER; PAT testing; Gas checks
14. To be responsive to change and prepared to arrange maintenance for future specialist provision e.g. rebound.
15. To plan, schedule and complete larger cyclical maintenance work ensuring that it is completed to timescale and within budget, for example redecoration of rooms; poor weather external preparation, regular building maintenance work etc. This includes supporting the work of external trades people such as window cleaners, plumbers etc. where needed.
16. To be responsible for a small maintenance budget.
17. To work alongside the health and safety team to assist with the development of facilities and new projects. To use your expertise and knowledge in order to be proactive and contribute project ideas to the Health and Safety team.
18. To regularly ensure that maintenance equipment is safe and in good repair and that any stock is replenished.
19. Be a key holder and responsible for securely locking and unlocking NST buildings where required.
20. To be an On Call contact for buildings security/fire
21. To act as a First Aider at Work.
22. To supervise the cleaners and manage cleaning operations to maintain building standards

Other Responsibilities

1. To be flexible in regard to working hours and prepare to vary these in response to situations, for example poor weather maintenance, on call.
2. To work across all sites as required.

Secondary Duties:

1. To work flexibly in line with the requirements of the Trust
2. To provide adhoc cleaning duties where necessary or in the absence of the cleaner
3. To be concerned with the public relations and as far as possible, help maintain The Next Step Trust image and standards.
4. To participate in training as required by the post
5. To work in accordance with Next Step Trust Safeguarding procedures, respond in a timely manner and escalate any concerns
6. To work in accordance with The Next Step Trust's Equality, Diversity and Inclusion Policy
7. To perform all duties in accordance with Health and Safety procedures and to highlight any Health and Safety concerns
8. To perform all duties taking account of confidentiality and in line with GDPR.
9. To work as a member of the team to contribute where necessary to the needs of the Next Steppers and their parents/carers/guardians
10. To support the Values and Objectives of The Next Step Trust which are listed below

- **Commitment:**

The people who use our services need to know that we are here for the long-term – that we will be walking the next steps with them. Our partners and suppliers need to recognize our commitment too, so that we can all work together

to support more fulfilling lives for people with complex needs. We will be consistent, determined and embrace the challenges in our work, and always be focused on being the best we can be for the people we are here to support.

• Respect :

We see people as people, and respect them for their differences. There are boundaries within which we expect people to act, and these are based on putting the people we support at the heart of all we do. The respect we have for our work will never allow those boundaries to be compromised.

• Friendship:

The Trust will extend the hand of friendship to the people who use our services but also to their families too. By being here, we will create a place where people can come together, have a sense of belonging, and feel welcome. We will demonstrate loyalty and honesty to our partners and suppliers, and ask for this in return. Friendship will help overcome challenges in a way that conflict cannot, and through this we will be able to do the best we can for the people we support.

• Adaptability:

It is important to our Next Steppers and their families that we are able to respond to their developing health and social needs. We are confident in working together in a flexible manner to respond and be resilient towards changes in the world around us.

• Kindness

To make everyone feel included and happy we are kind to each other. We will listen, show compassion and be considerate to others. We will make time to learn and respect others thoughts and feelings.

10. To work towards implementing the principles of equality, diversity and inclusion. At The Next Step Trust we promote an inclusive service to our community where no individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Occasional Duties:

1. To undertake such other duties and responsibilities as may be determined from time to time by the management group in consultation with the post holder.

Job Description Agreed By:

Manager

Date

Employee

Date