

## The Next Step Trust

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### Part time Caretaker-JOB DESCRIPTION

<b>Job Title:</b>	Caretaker
<b>Grade:</b>	£8.50-£10 per hour.
<b>Responsible to:</b>	Deputy Manager Chief Officer NST Board of Trustees
<b>Immediate Supervisor:</b>	Lead Support Worker/Day Service Co-ordinator
<b>Hours of Duty:</b>	20 hrs per week Monday-Saturday – Flexibility required to work evenings; weekends; as required.
<b>Experience Required:</b>	Strong skills and the ability to undertake general building maintenance. The physical ability to engage in manual labour; handyman experience.
<b>Special Conditions of Service:</b>	This post is dependent on continued funding. Casual car user allowance is payable.
<b>Control of Resources:</b>	To be responsible, alongside other NST staff for the proper use and security of equipment and materials
<b>Health, Safety &amp; Welfare:</b>	To work in accordance with NST & Local Authority Health, Safety and Welfare Standards
<b>Organisational Structure:</b>	Please refer to attached sheet
<b>Purpose &amp; Objectives of the Job:</b>	<ul style="list-style-type: none"> <li>To provide efficient and effective caretaking support to The Next Step Trust across its various sites in a proactive and reactive manner, in accordance with the required standards.</li> <li>To be capable of working on your own initiative to ensure the safety; general building maintenance; internal and external cleaning and vehicle maintenance of the Trust properties.</li> <li>You will be responsible for the repair and maintenance of the sites; attending to damages and breakages as they occur.</li> </ul>



The Next Step Trust,  
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[admin@nextsteptrust.co.uk](mailto:admin@nextsteptrust.co.uk) [www.thenextsteptrust.org.uk](http://www.thenextsteptrust.org.uk)  
Registered Charity No. 1114197 Registered Company No. 5711840

- You will be expected to plan for larger projects like the redecoration of rooms; installation of new facilities; simple building tasks or alterations to the buildings and gardening-simple handy person duties.
- You will plan and support the work of other trades such as window cleaners, plumbers etc as required-ensuring the timely delivery of planned work both within budget and on-time.
- To observe safe working practices in carrying out the required duties.
- To be mindful of the needs of next steppers while performing duties.

## PRINCIPAL DUTIES

1. Carrying out regular testing of fire alarms whilst maintaining the test register on all sites.
2. To oversee the regular testing of water quality and preventative maintenance whilst maintaining the test register alongside contractor.
3. Carrying out regular testing of emergency lighting whilst maintaining the test register on all sites.
4. Organise and schedule equipment maintenance tasks in liaison with Deputy Manager.
5. Support with CMBC health and safety audit with Manager.
6. Ensure clear passages are maintained on fire escape routes.
7. Security of the building-where required-locking up and opening up premises and setting/un-setting intruder alarms..
8. Acting as appointed First Aider-training will be provided.
9. Register as a key holder and respond to alarm call outs and liaising with the alarm company as required.
10. Responsible for regularly inspecting the buildings and reporting any building maintenance repairs-including gas, water supply, electricity lifts, security, fire and door systems, refuse collection, boilers and other faults to the Deputy Manager.
11. Ensuring appropriate levels of heating and lighting in the buildings.
12. Painting and decorating as required.
13. First line management of fixtures and fittings (e.g. tightening screws; minor repairs etc.) and plumbing.
14. To be responsible for ensuring a tidy and clean pedestrian access to the buildings-particularly in adverse weather conditions-i.e. gritting.



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15. Replace light bulbs; tubes; fuses; starters etc. as necessary and reporting any lighting defects to the Deputy Manager.
16. Responsible for vehicle maintenance-including cleaning; booking in for MOT checks; maintenance checks.
17. Supplementing the internal cleaning of the building with the current cleaner and covering shifts where required.
18. To dispose of waste in line with company policy.
19. Maintaining external/garden areas.
20. Participating in the required training as needed by your role-including Health and safety training.
21. To be responsible, alongside other NST staff for the proper use of equipment/materials and informing the health and safety lead or other senior staff members of any potential risks and faults.
22. To maintain user and the organisation's confidentiality at all times.
23. To work in accordance with NST's Equality policy.
24. To support the aims and objectives of NST.
25. To carry out basic administration and finance tasks as required e.g. Petty cash, project cash flow etc.
26. To ensure the housekeeping is maintained and the environment is clean and hygienic alongside other staff members.
27. If required to assist with driver and PA duties.
28. To be responsible for observing service users when on PA duties and ensuring their journey is safe and comfortable.
29. To work towards implementing the principles of Equality and Diversity ensuring the following outcomes:
  - (a) **Choice** the provision of activities that will increase the choice to individuals
  - (b) **Community Presence** the provision of activities that will provide a more appropriate setting in which people with learning disabilities and complex needs will have the opportunity to mix with non-disabled people in the community
  - (c) **Respect** the provision of activities that will give those attending the opportunity to experience time away from their family where they will be treated as adults
  - (d) **Competence** the service will enable more people to lead a more interesting and rewarding life, where new skills and experience can be gained.



(e) **Relationships** the services will enable people to meet a wider range of non-disabled people and to form valued relationships with both those attending and other people that will be met during the period of the programme.

(f) **Carers** that the carers/parents of the people attending the scheme are confident that the person attending will be well cared for, safe and will enjoy themselves.

**General Duties:**

1. To ensure all visitors to NST's premises are received and welcomed
2. To be concerned with public relations and help maintain the organisations image
3. To participate in training programmes as appropriate

**Occasional Duties:**

1. To undertake such other duties and responsibilities as may be determined from time to time by the management group, in agreement with the postholder.

Line Manager: ..... Date:  
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Postholder: ..... Date:  
.....

May 2017



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