

# Job Profile

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| <b>Job Title</b>        | Caretaker                    |
| <b>Department</b>       | Island Hall and Butes Centre |
| <b>Grade and salary</b> | PSE Grade D01                |
| <b>Job reference:</b>   | CT090921                     |

## Job description

To be responsible for the caretaking and general maintenance of the Island Hall and the Butes Centre.

To support and be responsible to the Manager of the States Works Department. To ensure the smooth running and maintenance of the public facilities.

This is based on a 2 year contract.

### Detailed responsibilities – **Caretaker - Island Hall and Butes Centre**

- Administration duties: to have responsibility for the Caretaker telephone, arrange all bookings and maintain an up to date and accurate diary, both manually and digitally.
- Ensure good communication with other departments and clients.
- To ensure that all requests and bookings are co-ordinated and organised through the Caretaker.
- Booking forms must be completed by hirer and used to confirm bookings.
- Full awareness of the Terms and Conditions of hire and hirer's responsibility. Advise users of their responsibilities and report breaches to line manager.
- Submit details of users to Treasury to be invoiced on a monthly basis.
- Recording and reporting faults/ maintenance issues, to include the implementation of a maintenance and fault logging system which is essential for works procedure, accountability and health and safety.
- Produce a basic risk assessment based on the regular use of the facilities but with an ability to adapt and recognise the need for amendments dependent on the type of use.
- Carrying out maintenance works to include internal painting and decorating to a high standard. Also, to include minor maintenance works such as changing locks, and internal window cleaning.
- Security of the halls and associated rooms, including unlocking and locking for the setting up and closing of events. This can include unsociable hours.
- Have responsibility for an accurate register of key holders.
- Preparation of the rooms with necessary furnishings such as chairs, tables and stage.

- Cleaning of the Island hall, kitchen, toilet, Anne French and associated rooms. An ability to adapt to increased cleaning requirements as per Covid19.
- Liaise with the Butes Centre cleaner to advise additions of use beyond regular activities.
- Follow States of Alderney Data Protection guidelines.
- Provide cover for the States Office cleaner when on leave (additional pay is applicable).
- Other duties as required.

### **Personal Requirements**

- Self-Motivated
- Honest
- Trustworthy
- Reliable
- Flexible and willing to work irregular hours
- Attention to detail and a high standard of work
- Ability to work with the public in a polite and helpful manner
- Basic I.T. skills

### **Values**

Act as a role model for the States values in accordance with our values statement

### **Core competencies and qualifications**

#### **Customer focus**

- Treats all members of the public and colleagues in accordance with States values.

#### **Communication**

- Ability to take instructions and communicate clearly with colleagues.
- Written communication skills at a level to enable documents such as timesheets to be completed.

#### **Problem solving**

- Ability to identify when a problem needs addressing, think clearly and use initiative to help identify clear, workable and creative solutions.

#### **Team working**

- Able to interact and at times, work effectively as part of a small team.

#### **Personal effectiveness**

- Ability to work to deadlines whilst achieving quality results.
- Can cope with a diverse workload and be flexible when required. May include the need to work overtime on occasions.
- Work in a safe and responsible manner.

### **Personal experience and development**

- Possesses relevant experience and qualifications to do the job.
- Basic I.T. skills
- Ability to plan and foresee logistical issues such as clashes between events.
- Ability to undertake training and learn from the experience, including health and safety issues.
- Possesses a full Category B driving licence and a vehicle in which to fulfil the responsibilities.
- Physical capability and good health to undertake the works
- Contributes to own development and continuous improvement.

### **EMPLOYMENT DETAILS**

The number of hours per week will vary depending on the number and type of bookings. It is expected that the role will involve approximately 20hrs per week. Weekly payment to be made on the submission of a detailed timesheet each Monday morning.

No additional payment for weekend or unsocial hours

The post is graded at Public Service Employee Grade D01 (£510.34) per week, pro-rata.

**Pension Scheme** – compulsory from January 2022, fixed 6.5 per cent employee contribution per week and 7.5 per cent employer contribution per week, increasing by 0.5 per cent per year to a maximum of 12.5 per cent.

**Leave entitlement** – 20 days per year pro rata

The post is based on a two-year contract and will be subject to a six-month probationary period, reviewed at the three month stage and a basic police disclosure.

**These conditions are issued in addition to the standard schedule of "Terms and Conditions of Employment" relating to Manual Workers employed by The States of Alderney, a copy of which is available on request.**

**CLOSING DATE FOR APPLICATIONS:** 12:00 noon, 24<sup>th</sup> September 2021

Please return your completed application form to:

**Private & Confidential**  
Chief Executive Office  
States of Alderney  
PO Box 1001  
ALDERNEY GY9 3AA

or by email to:  
recruitment@alderney.gov.gg