

## **ST ANDREW'S HOSPICE** **JOB DESCRIPTION**

Job Title : Assistant Caretaker  
Department : Estates and Facilities  
Reports to / Line Manager : Head of Estates and Facilities  
Pay Range : NC2

### **Purpose of Job**

We are currently seeking an Assistant Caretaker to work alongside the Caretaker to undertake duties that include site maintenance, groundworks and security at St Andrews Hospice.

### **Main responsibilities**

- Working in a manner that is compliant with health and safety considerations and risk assessments and to flag any tasks that require further health and safety consideration (including lone working and use of PPE)
- Vehicle maintenance – weekly vehicle checks (oil, water, screen wash, tyres etc) and ensuring the vehicles are kept clean and well maintained.
- General security, housekeeping, litter picking, gardening.
- Undertaking minor repairs and maintenance in and around the Hospice.
- Identification and reporting of other repairs to the Caretaker and Head of Estates and Facilities.
- Undertaking weekly tests of alarms, lighting and water checks, safety systems and maintaining accurate records.

### **Personal Skills and Experience**

- Helpful, flexible and approachable.
- Willing to work additional hours if necessary to cover holidays/sickness, also particularly in the event of an emergency or Hospice event.
- Of a practical nature, capable of solving problems and aware of health and safety matters.
- A background in trades such as gardening, building, cleaning or maintenance would be an advantage.
- Organised and capable of planning and prioritising your workload effectively and able to use basic IT for matters such as email.
- Take pride in your work and appearance and always be punctual and polite.

### **Management of People**

Direct: None

Indirect: None

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### **Contacts & Relationships**

Support all departments of the hospice building professional relationships with staff and volunteers.

### **Resources**

Work with the Caretaker and Estates Team to deliver excellent service.

### **Person Specification**

#### Qualifications

Essential: GCSE or equivalent in English & Maths, full driving licence essential.  
Desirable: Trade qualification

#### Experience

- Health and Safety in the workplace
- Hands on involvement in premises maintenance or equivalent i.e. trade/construction industry/cleaning

#### Knowledge/Skills

- Demonstrable practical skills in maintenance including painting and basic servicing of equipment
- Effective communication and interpersonal skills
- Able to undertake PAT testing or be willing to undertake training
- Understanding and knowledge of health and safety
- Knowledge of basic vehicle maintenance
- Basic IT skills (Word, Excel, Outlook)

#### Qualities

An enthusiastic “can do” attitude and a willingness to learn and apply new skills

### **General**

**To maintain confidentiality at all times.**

**Policies and Procedures** – The post holder must carry out his/her duties with full regard to all relevant Policies and Procedures. The post holder will remain responsible and accountable to any professional body and professional code of conduct appropriate to the role.

**Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

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**Contribution and Development Review** – The post holder should proactively assess his/her own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Business Plan, always following the 'Staff Development and Contribution' process.

**Mandatory Training** – The post holder must complete and maintain the required level of mandatory training required for the role.

**Equality and Diversity** – The post holder must carry out his/her duties with full regard to the Hospice's Equality and Diversity Policy.

**Health and Safety** – The post holder must carry out his/her duties with full regard to the Hospice's Health and Safety Procedures.

**The managerial and clinical philosophy of the Hospice is based upon a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate in this concept. The role of volunteers is integral with the work of St Andrew's and paid staff are required to underpin this in their attitude and actions.**

**All staff must be sympathetic to and able to project the philosophy and concept of hospice care**

**The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.**

**St Andrew's Hospice is very much a community, and all members of staff are encouraged to support the various social and fundraising events which are part of its day-to-day life.**

**An extract from the summary of the Health & Safety at Work Act 1979 stated:**

**“Employees at Work: It is the duty of every employee while at work to carry out their work in a manner which is safe and free from risk to the health of himself/herself and other persons who may be affected by his/her acts or omissions. It is an employee's duty to assist and co-operate with his/her employer in complying with any relevant statutory regulations imposed on his/her employer”.**

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**This Job Description may change, and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) Manager” and the post holder. A job description review automatically takes place as part of the Contribution and Development Process.**

<u>Signature</u>	<u>Date</u>
Prepared by .....	.....
Confirmed by.....	.....
Received by .....	.....
Name (Print) .....	.....