



Job Description & Person Specification

Caretaker

Post:	Caretaker
Service:	The Action Group – Head office
Line Managed by:	Development Manager
Salary Range:	Point 27: £27,351.61 (pro rata)
Hours:	Full time or Part time
Base:	The Action Group - The Prentice Centre, 1 Granton Mains Avenue, Edinburgh, EH4 4GA

THIS POST REQUIRES A STANDARD DISCLOSURE

Main Purpose:

The Caretaker is responsible for ensuring The Action Group's premises and surrounding grounds are safe, secure, clean and well maintained, providing a welcoming environment for staff, people we support and visitors.

The postholder will undertake routine maintenance, carry out building inspections, support compliance with health and safety requirements, prepare rooms for meetings and activities, and work with contractors where specialist repairs are required. They will play an important role in ensuring our premises remain safe, accessible and fit for purpose.

1. Specific Duties

Building Security

- Open and close the building in accordance with agreed procedures.
- Respond to alarm activations where appropriate.
- Ensure the premises remain secure throughout the working day.
- Report any security concerns promptly.

Building Maintenance

- Carry out routine inspections of the building and surrounding grounds.
- Undertake minor repairs and maintenance where competent and safe to do so.
- Replace light bulbs and complete basic DIY tasks including repairs to fixtures, fittings and furniture.
- Identify and report maintenance issues requiring specialist contractors.
- Liaise with contractors carrying out repairs, servicing and maintenance works.

Health & Safety

- Carry out routine health and safety inspections of the premises.
- Ensure fire exits, escape routes and communal areas remain clear and accessible.
- Complete routine checks of emergency lighting, fire safety equipment and other building compliance requirements.
- Report hazards, accidents and near misses promptly.
- Support the completion of risk assessments relating to the building and facilities.
- Ensure compliance with Health & Safety, Fire Safety and COSHH requirements.

Cleaning & Grounds

- Ensure entrances, corridors and communal areas remain clean, tidy and welcoming.
- Monitor external areas for litter, hazards and maintenance issues.
- Grit paths and entrances during periods of icy weather where required.
- Support waste management and recycling arrangements.

Room & Event Set-up

- Prepare meeting rooms and activity spaces for staff, people we support and visitors.
- Arrange furniture and equipment as requested.
- Return rooms to their standard layout following meetings and events.

Stock & Equipment

- Monitor stock levels of cleaning materials and maintenance supplies.
- Report when stock requires replenishment.
- Ensure tools, equipment and materials are stored safely and securely.

Administration

- Maintain accurate records of inspections, maintenance tasks and repairs.
- Report maintenance issues and completed work to the appropriate manager.
- Use basic IT systems to record information where required.

Working with Others

- Provide a friendly, professional and helpful service to everyone using the building.

- Build positive working relationships with colleagues, contractors and visitors.
- Attend training, team meetings and supervision as required.
- Undertake any other reasonable duties consistent with the responsibilities of the role.

4. General Duties (these are applicable to all The Action Group staff)

- Read and work in accordance with The Action Group's Mission, Aims & Objectives, and current Business Plan.
- Manage own work time effectively.
- Keep on top of own paperwork and maintain effective and organised filing systems, as appropriate to the specific job role.
- Treat everyone with consideration and respect.
- Ensure prompt, polite and clear communication (whether responding to a query from a member of staff or a complaint from someone we support).
- Keep up to date and comply with all applicable The Action Group policies and procedures (covering everything from personal Health & Safety to Care Commission Standards).
- Promote and respect individual rights and responsibilities at all time.
- Retain the highest standards of confidentiality, as appropriate to the specific role.
- Assist your manager and other work colleagues as appropriate and whenever possible.
- Take charge of own CPD (Continuous Professional Development) and contribute to The Action Group maintaining the Investors In People's standards.
- Be responsible for own work life balance (e.g. taking Annual Leave at regular intervals, etc).

This job description may be amended following discussions with the postholder and with the approval of the Head of HR

Caretaker - Person Specification

What the Action Group looks for in an applicant:

Person Specification		
Person specification		
Please explain how you meet the following criteria in your job application		
Qualifications	Essential	Desirable
Manual Handling training		✓
First Aid qualification		✓
Fire Warden training		✓
Experience and knowledge		
Experience in a caretaking, facilities or building maintenance role	✓	
Good practical DIY and maintenance skills	✓	
Knowledge of basic building health and safety requirements	✓	
Ability to identify maintenance issues and escalate appropriately	✓	
Experience working in the voluntary, community or social care sector		✓
Experience working alongside disabled people		✓
Experience carrying out routine building compliance checks		✓
Knowledge of COSHH requirements		✓
Skills and Attributes		
Ability to work independently and use initiative	✓	
Good organisational and time management skills	✓	

Good communication and interpersonal skills	✓		
Ability to prioritise workload effectively	✓		
Ability to maintain accurate records	✓		
Basic IT skills for record keeping and communication		✓	
Personal qualities and attributes			
Reliable, trustworthy and dependable	✓		
Friendly and approachable	✓		
Flexible and willing to support colleagues	✓		
Takes pride in maintaining a safe and welcoming environment	✓		
Committed to excellent customer service	✓		
Additional requirements			
Physically able to undertake manual handling and routine maintenance duties	✓		
Full UK Driving Licence		✓	
This Job Description & Person Specification may be amended following discussion with the postholder and line manager. It should be read alongside organisational policies and procedures, including those relating to confidentiality, safeguarding and equality, diversity & inclusion.			