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## **JANITOR AT HILL END OUTDOOR EDUCATION CENTRE**

(Accommodation provided)

### **Introduction**

The Hill End Trust is a newly established charity, which has taken on responsibility for managing the Hill End Outdoor Education Centre. The Centre, which is located in a beautiful woodland and meadow site 5 km to the east of Oxford, offers outdoor education, sport and adventure activities to young people and training to those who teach and coach outdoors. There is a busy programme of residential and non-residential visits throughout the year by school groups, organisations working with young people and others. The centre has a camping field and ample dormitory accommodation as well as a large kitchen, dining hall and classrooms.

The Trust wishes to employ a janitor who will be responsible for keeping the site and its buildings clean, tidy and in good repair. The janitor will also act as site warden on twenty weekends per year. This will mean being on-call to provide assistance should an unexpected situation arise. The janitor is required to live on-site, rent-free as a service occupier, in a small two-bedroom bungalow. (They will be responsible for their own energy costs and council tax). They may share this accommodation with a partner or immediate family.

### **Job Description**

**Job Title:** Janitor

**Reports to:** Site and Operations Manager

**Job Type:** Permanent (following a 3-month probationary period), 37 hours per week. (to be taken across seven days by agreement with management). On-call for twenty weekends per year.

**Salary:** £15k - £17k depending on skills and experience

### **Principal Duties**

#### **Cleaning and maintenance**

- To carry out cleaning to a high standard as instructed. Duties may include cleaning toilets and shower rooms, dormitories, meeting rooms and classrooms, emptying bins, dusting, vacuuming, cleaning walls, floors, window blinds, light fittings and other similar duties.
- Remove and correctly dispose of all rubbish with particular attention to recycling.

- Replenishment of soap, toilet rolls and towels.
- Carry out general repairs and maintenance where such work is within the capabilities of a competent handyman i.e. changing light bulbs, painting and decorating, unblocking toilets etc.
- Lifting, moving and setting up furniture and equipment for events in line with health and safety procedures.
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Chief Operating Officer.
- Monitor and order cleaning supplies and equipment as necessary.
- Taking delivery of stores, materials and other goods; storing and/or moving them within the Centre as required.
- Ensuring that site is free from litter and that paved areas are swept free from accumulations of dirt and debris.

### **Health and Safety compliance**

- To ensure all statutory checks are made and recorded according to the agreed schedule e.g. fire alarm tests, legionella flushing and security.
- Maintain clear passage on fire escape routes.
- Adhere to all Health and Safety arrangements, completing all required training and ensuring safe working practices in regards to COSHH.
- Record all defects, maintenance requirements and damage in a timely manner.
- Ensure safe storage of supplies and equipment.
- Look after the first-aid equipment and facilities and replenish supplies when necessary.

### **Site warden**

- Provide on-call cover on twenty weekends per year in order to accommodate events and lettings as directed by the manager.
- When on-call, be the first point of contact for visitors and others, should an unexpected situation arise (e.g. blocked drain).
- Provide such access to the site and buildings as may reasonably be required outside normal hours working hours, including access in the event of emergencies.
- Operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
- Train to First Aid at Work standard and provide first aid cover, within their role and competence when on-call.

## **Knowledge, experience, skills and personal attributes required**

Hill End Outdoor Education Centre has a small dedicated staff who are all committed to the aims of the charity. The successful applicant will share the values and enthusiasm of the team and be prepared to join-in wholeheartedly with making the Centre a success. They will enjoy working with young people in an outdoors environment. They will be willing to work with the volunteers and trainees who assist with many tasks across the site.

They will need to be flexible in dealing with any situation that may arise. There may be occasions when they are the only member of staff available on site to deal with visitor needs.

The successful applicant must have:

- Basic numeracy and literacy skills to complete checklists, receive written and verbal instructions and follow Health & Safety information.
- A satisfactory Disclosure and Barring Service (DBS) check.
- Willingness to live on-site as a service occupier in accommodation provided by the Trust.
- Ability to complete manual handling tasks.
- Awareness of their responsibility to protect the safety and promote the welfare of young people visiting the Centre.

It would be an advantage to an applicant to have:

- Previous experience working in housekeeping and/or janitorial type work.
- Demonstrated that they are dedicated and have an eye for detail.
- Have basic handyman skills.
- Ability to work flexibly within a small close-knit team.
- A current driving licence.