

Live-in Caretaker

Hill End Outdoor Education Centre

(Accommodation provided)

Introduction

This is a fantastic and unique opportunity to both live and work in a stunning natural location with some of the best views in Oxford across surrounding countryside. You will be caring for a much-loved centre that has been such a key part of childhood for generations of Oxfordshire children, and helping to secure its future for years to come.

The Hill End Outdoor Education Centre has been providing unique outdoor learning experiences to children and adults for over 100 years. The Centre is located in 67 acres of beautiful woodland and meadow just 3 miles West of Oxford, and operates a busy programme of residential and non-residential visits throughout the year to schools and organised groups. These include quality outdoor educational sessions for all ages, self-catering residential buildings, meeting and classroom spaces, camping, teacher and adult training, alternative education provision, volunteering opportunities and family events.

The Centre is run by an independent charitable trust who wish to employ a Caretaker who will be responsible for keeping the site and its buildings clean, tidy and in good repair. The Caretaker will also act as site warden and be on-call for twenty weekends per year. This will mean being available to provide assistance should an unexpected situation arise.

The Caretaker is required to live on-site, rent-free as a service occupier, in a small two-bedroom bungalow (they will be responsible for their council tax and make a contribution to utilities costs, according to usage). They may share this accommodation with a partner or immediate family. We regret that dogs are not permitted on site (with the exception of guide dogs and registered assistance dogs).

Job Description

Job Title: Live-in Caretaker

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). This includes being on-call for twenty weekends per year.

Salary: £16k - £20k depending on skills and experience. On-site accommodation provided.

Principal Duties

Janitorial (cleaning and maintenance) duties

- 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 Site and Operations Manager or Centre Director.
- 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 duties

- 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 duties

- Provide on-call cover on twenty weekends per year in order to accommodate events and lettings as directed by the manager (additional weekend work or on-call cover may also be available by negotiation). This cover will require being present on site during these times.
- 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 caretaking or janitorial 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.

Application Procedure

To satisfy the requirements for safer recruitment, we need to ask for a full employment record. Details of any gaps between jobs or between finishing education and employment must be provided.

Please apply by submitting the following:

- **A cover letter** explaining your previous experience relevant to the position.
- **A CV** including employment history and full contact details of at least two referees.

The closing date for applications is 12pm Friday 3 February 2023

Interviews will take place shortly after the closing date.

Please contact us (at admin@hill-end.org) if you have any queries or would like to request to view the accommodation before making an application.

Hill End is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) check.

Hill End seeks to embed its key values in the recruitment of new team members - *to be passionate about all people's learning and development of skills. To ensure that everyone is respected and valued, and can feel safe and secure. To acknowledge achievements and celebrate success.*

You can read more about Hill End on our website, and access key documents such as our Safeguarding Policy and our Equalities and Diversity Policy and Commitment.

www.hill-end.org