

**JOB ROLE PROFILE**

<b>Post Title</b>	Caretaker
<b>Present Grade</b>	Scale 2
<b>Reports to (Title)</b>	Team Leaders/Managers
<b>Standard hourly rate</b>	£11.10

To apply to join the Talent Bank for this role - Please complete your C.V detailing work experience and qualifications and email to [talent@iwenfield.co.uk](mailto:talent@iwenfield.co.uk) All areas will be explored further if your application proceeds to interview stage.

Please note this work is being offered on an "as and when" basis and you will not be an employee of Independence & Well Being.

We look forward to receiving your application

**1. PURPOSE OF ROLE:**

To maintain the building in terms of health and safety. To lock and unlock the building and to ensure the building is secure when leaving.

To be on the premises outside of core hours when the building is in use.

To act as fire officer/first aider in the event of an evacuation or emergency.

**2. DUTIES**

1. To open and close the building as required, checking that the building is empty of people and is left secure by locking up and setting the security alarm.
2. To report any faulty or damaged equipment to the management team.
3. To Control access to the building, asking people to sign in on arrival.
4. To set up rooms for meetings/presentations – to include arranging tables, setting out chairs and supporting people to access the tea and coffee making facilities if required.
5. To ensure that the building is left clean and tidy at the end of a session/activity.
6. To act as the first point of contact for service users out of hours – To provide information or direct them to where they find the information they require.
7. Maintain equipment and amenities – for example, ensure there is soap in soap dispensers, toilet rolls in the toilets.

8. To assist in the provision of a safe working environment for all people using the service, adhering to the departments Health and Safety policies and procedures.
9. Act as fire officer in the event of an evacuation. To be first aid trained.
10. Basic D.I.Y – for example, Hanging up pictures, sweeping the grounds and ensuring they are free from litter and leaves.
11. To be flexible within your working hours. To work afternoon core hours. There will be some evening and weekend work.
12. Any other duties/tasks commensurate to the role.

### **3. CONTACTS:**

Service Users  
Relatives  
Various Independence & Well Being staff  
External organisations

### **4. EQUAL OPPORTUNITIES:**

Independence & Well Being has a strong commitment to achieving equality of opportunity in its service to the community and the employment of people and expects all staff to understand, comply with and promote its policies in their own work.

### **5. HEALTH AND SAFETY:**

The postholder shall ensure that the duties of the post are undertaken with due regard to Enfield Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".