



**THE  
FLORRIE**

## **THE FLORENCE INSTITUTE TRUST LTD**

### **NEW JOB OPPORTUNITY**

### **BUILDING CARETAKER**

**Salary: £15,600 pa**

**This is a temporary post for 12 months. Continuation is subject to satisfactory performance and further funding secured beyond the 12 month contract.**

**Hours: 30hrs per week (core minimum hours.) Times and hours are subject to weekly changes according to business need including evenings and weekends.**

The successful post holder will work alongside the Facilities Compliance Co-ordinator for the day to day general maintenance, conservation and preservation of the Grade II listed building and be part of the Events Team, supporting the set up and set down of events and the named safety officer at all evening and weekend events such as weddings, conferences and community activities.

#### **Key Responsibilities:**

1. To be responsible for implementing all health and safety and fire/evacuation procedures.
2. Ensure the Florrie is maintained as an accessible, secure, safe and clean environment for staff and visitors.
3. Work alongside the Facilities Compliance Manager to carry out daily/weekly inspections of the facilities to identify and resolve any small maintenance issues.
4. As part of the Events team, physically set up rooms for forthcoming events (tables and chairs, lights etc.) and take down after the event.
5. Ensure all public areas are kept clean and safe of any hazards, including carpark and outside patio and main garden area.
6. Be a key holder for the building - opening/closing as and when required according to business needs when there are events taking place.
7. Be a named emergency key holder for out of hours emergencies.
8. Any other duties and training as required and in accordance with the post
9. A full clean driving licence is an essential requirement for this post.

#### **Skills and Experience**

- H&S practices and experience
- Proven experience of building caretaking
- Understanding and experience of technical aspects of general maintenance and repair work.
- Solid understanding of working within a Grade II listed building and the restrictions upon it.
- Experience of working within the legislative requirements of health and safety and fire risk practices
- Working knowledge of facilities machines and equipment

- Ability to keep track of and report on activity
- Excellent communication and interpersonal skills
- Outstanding organisation skills

*This job description identifies key responsibilities and requirements and is not an exhaustive list of tasks that need to be completed. The Florence Institute reserves the right to amend the job description as the role develops within the organisation.*

## **How To apply**

**We hope to recruit and have someone in post as soon as possible. Please send a current CV and no more than 2 A4 pages outlining why your skills and experience are suited to the role to [info@theflorrie.org](mailto:info@theflorrie.org)**

**Closing Date for applications Friday 22nd October 2021.**

**Interviews to take place on 27th October 2021.**