



**ELIZABETH
HOUSE**

Highbury Vale Blackstock Trust

Recruitment Pack

Premises Caretaker



February 2024

Welcome!

Thank you for your interest in working with us at Elizabeth House Community Centre. This pack will give you the information you need to consider the role including background information about the charity, the role, the skills we are looking for, and how to apply.

We are looking for a Premises Caretaker to join our enthusiastic and community-driven team.

Highbury Vale Blackstock Trust is a registered charity that works hard to make Elizabeth House a centre for the community and to provide the best services possible in partnership with other groups. We receive core funding from Islington Council as well as grant funding, we hire space in the centre and some of our services are fee-paying. These offer us the opportunity to focus on strengthening our partnerships and developing our services.

The Premises Caretaker plays an important role at Elizabeth House ensuring the security of the building and its users and supporting hirers and groups using the centre. The Premises Caretaker is also central to keeping the centre clean and well maintained for all services, activities and the rest of the team at Elizabeth House.

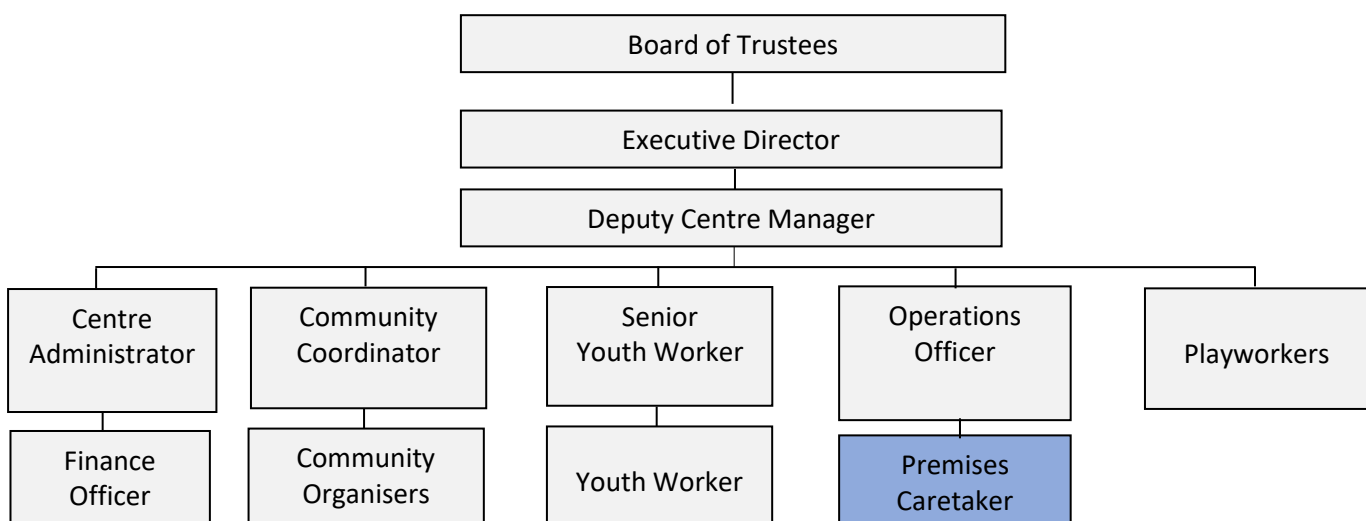
Introduction to Elizabeth House and Highbury Vale Blackstock Trust

Highbury Vale Blackstock Trust is a registered Charity that oversees the Elizabeth House Community Centre with a rich 100-year history in serving the local community. Our vision is to improve the quality of life for everyone making up the local community, working flexibly to provide services and support available to all. Our aim is to contribute towards building a stronger and more resilient local community by providing a safe space, fantastic activities, support and engagement for local community members. Our priority is to respond to the needs of the local community, especially people with high needs or who are underserved.

For more information on Elizabeth House and the charity, visit www.elizabeth-house.org.uk.

Facts and figures

We have a small team of paid employees, led by the Executive Director, and supported by incredible volunteers. This role is central to Elizabeth House Community Centre, directly manage by the Deputy Centre Manager.



Job Description

JOB TITLE:	Premises Caretaker
HOURS:	Variable hours. Regular days are Tuesday and Thursday evenings (6-9.30pm) and weekends (Saturday and Sunday, based on room bookings).
HOURLY RATE:	£13.15 per hour
CONTRACT:	Part-time, permanent
PROBATIONARY PERIOD:	6-month probation period
ANNUAL LEAVE:	25 days, plus bank holidays (pro rata)
RESPONSIBLE TO:	Deputy Centre Manager

Summary of Job

Elizabeth House Community Centre is a thriving space for local services, as well as groups and residents to hire space for their own activities. The Centre provides an inclusive and safe environment for everyone and supports other community groups who use space at Elizabeth House.

The purpose of the job is to provide efficient and effective caretaking support to the community centre and its users in the evenings and weekends, ensuring the security and upkeep of the building.

Average working hours are about 20+ hours per week.

Appointment would be subject to an enhanced DBS disclosure and our safe recruitment process.

Main Duties and Responsibilities

- To oversee the daily/weekly/monthly caretaking duties and to make sure that Elizabeth House is well presented for the effective use of all visitors and users.
- To be responsible for the security of the building and its content, including opening and locking up of the centre, as well as building supervision while hirers and visitors are at Elizabeth House.
- To clean before and after use, following duties list assigned, ensuring hirers and staff members have the best experience at Elizabeth House.
- To guide new hirers and support all groups with preparation for their meeting or event, as well as clearing out after use.
- To provide general maintenance and minor repairs, as agreed with the Deputy Centre Manager.

- To ensure that Elizabeth House is compliant with Health and Safety requirements for all evening and weekend users and staff in the Centre are adhered to.

Other duties and responsibilities

- To be the point of contact person for premises and facilities for visitors and hirers in the evening and weekend.
- With the Operations team, help to coordinate all room users' requirements for all activities and events at Elizabeth House.
- To comply with the Charity's policies, including Diversity and Equal Opportunities, Fire, Health and Safety, Safeguarding Children and Vulnerable Adults.
- To monitor the premises for any hazards, carrying out repairs or reporting problems, where necessary. Reporting any health and safety concerns to the Deputy Centre Manager.
- To monitor stock levels of consumables items such as toiletries, light bulbs, cleaning products and supplies.
- To ensure heating, lighting and alarm systems are working properly. Check doors and windows are locked when the building is not in use.
- To oversee grounds maintenance, ensuring outside of building is cleaned and maintained.
- To communicate with the Operations team and attend meetings and training as required.
- To carry out any other duties within the scope, spirit and purpose of the job and Elizabeth House's, as requested by the Deputy Centre Manager.

Person Specification

Essential skills & experience

- A background or experience of with or working in a facilities team environment or similar,
- A track record of doing and overseeing minor repairs and maintenance,
- Knowledge of building's related health and safety,
- Manual handling and lifting will be required,
- Good verbal communications skills and the ability to communicate confidently and effectively,
- To show flexibility with working days and hours when necessary.

This role requires periods of lone working and as such, the postholder will need to display a high degree of responsibility and professionalism in their work. The ability to use own initiative is essential.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and its level of responsibility.

HOW TO APPLY

Please submit an **updated CV** and a **brief covering letter** highlighting how you meet the person specification.

Please send your CV, cover letter and equal opportunities form by email or post:

Email: administrator@elizabeth-house.org.uk

Address: c/o Joanne Minton, Administrator
Elizabeth House Community Centre
2 Hurlock Street, London N5 1ED

Due to our limited resources, we will only contact you if we wish to take your application further.

Closing date for applications: we are looking to recruit as soon as possible and will consider applications as we receive them and organise interviews with shortlisted candidates. Therefore, we encourage anyone interested in this role to apply promptly.

Terms and Conditions of Employment

Salary

The remuneration for this post is £13.15 per hour.

Contract

The post is offered as a permanent contract, subject to references, the successful completion of a six-month probationary period and an Enhanced DBS check.

Hours of work

The contracted hours are variable depending on bookings and room usage, but regular working days are Tuesday and Thursday evenings (6 to 9.30 pm), as well as Saturday and Sunday all day depending on room hire (from 10 am).

Annual leave

Paid leave entitlement is 25 days annual leave plus bank holidays, pro rata.

Annual leave should be booked in advance and in agreement with the Director/Deputy Centre Manager.

Place of work

The post will be based at Elizabeth House Community Centre, 2 Hurlock Street, London N5 1ED.

Probationary period, pre-employment checks and proof of identification

The probationary period for this post is 6 months. After interview we will ask for two references.

The post is subject to an enhanced DBS check.

In order to verify the right to work in the UK, HVBT is required to confirm the identity of any potential employees. For this reason we will seek documentation as evidence of identity and right to work. Please note that any information supplied will be treated in confidence and in accordance with the Data Protection Act.

Racial justice, wider inclusion and diversity

Elizabeth House operates in some of the most diverse boroughs of London. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences. 40% of our team and Board of Trustees are from ethnic minority backgrounds.

We are fully committed to running a recruitment process that underlines our commitment to racial justice and wider inclusion and diversity. We want Elizabeth House to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make any role work for them.

The information you provide will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.