



## Caretaker

<b>Location:</b>	Share Clapham Junction, 64 Altenburg Gardens, London, UK SW11 1JL (Occasional work at other sites may be required)
<b>Hours:</b>	30 hours per week; 6 hours per day, Monday – Friday between 10am – 5pm with a one-hour unpaid lunch break (Occasional out-of-hours work may be required)
<b>Contract:</b>	Permanent
<b>Salary:</b>	London Living Wage - £14.80 per hour
<b>Annual Leave:</b>	28 days per year (increasing by one day per year until you reach a maximum of 33)
<b>Line Manager:</b>	HR Advisor
<b>The role</b>	

The role of the site caretaker is to create a safe, clean and well-maintained environment for students, staff and visitors every day.

This includes cleaning offices, classrooms, kitchens, toilets and periodic deep cleaning of internal and external spaces. The caretaker will also be responsible for a basic level of ongoing maintenance and DIY, including replacing fixtures and fittings, touching up paintwork and moving and assembling furniture, as well as some health and safety related duties such as periodic fire alarm testing.

### Who we are looking for

Our ideal candidate will understand the importance of high-quality cleaning and know their way around a toolbox. You'll understand infection control and the importance of planning your cleaning tasks to ensure all tasks are completed effectively to a high standard. You will take pride in keeping this site safe and welcoming and will have a high standard of health and safety. You'll be capable of performing a physical role and will be self-motivated.

### About us

Share is a registered charity and a centre for training and wellbeing. We provide a range of programmes empowering adults with a learning disability, autistic adults, and adults with other support needs to live happier, healthier, and more independent lives. Our vision is a world where disabled people are fully included in society, living the life they choose, and we need talented people to help us make that happen.

We are accredited by the National Autistic Society, and we hold Investors in People – Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

### Duties

#### Cleaning:

- Disinfect and clean toilets and wash basins, replenish supplies including toilet paper and soaps
- Sweep, mop, and vacuum floors
- Dust, polish and wipe furniture, and remove marks from glass
- Empty waste bins and recycling, and take to designated areas
- Ensure shared kitchen is kept clean.
- Maintain cleaning supplies and inform manager when stock is low
- Pay close attention to keeping high touch areas clean, ensuring they are disinfected regularly throughout your shift
- Clean any spillages

- Help clear out clutter
- Handle chemicals and cleaning agents safely and keep them locked away
- Complete odd jobs such as furniture assembly or fixing broken items
- Complete a daily cleaning log
- Report any maintenance problems to management
- Help out in other ways that are reasonable

#### **Maintenance/ DIY:**

- Maintain and replace fixtures and fittings, including door handles, toilet seats, lightbulbs and display boards
- Move and assemble furniture
- Receive and store deliveries
- Fill holes in plasterwork and touch up paintwork
- Maintain external spaces including driveways
- Liaise with external tradespeople and facilitate specialist works.

#### **Health and Safety:**

- Conduct and record regular fire alarm tests
- Ensure fire exits and evacuation routes remain free of obstruction
- Conduct monthly hot-water temperature checks and legionella control processes
- Maintain all building signage

#### **Person Specification:**

- Experience of cleaning in a commercial, domestic, retail or office setting
- Excellent attention to detail and thorough in cleaning to a high standard
- Able to follow instructions and plan to effectively complete all tasks in the timeframe allocated
- Self-motivated and able to be flexible to changing needs
- Physically fit and capable of completing physically demanding work
- Honesty and integrity
- A solid understanding of infection control and deep cleaning
- Understand health and safety regulations
- It would be a bonus if you had basic building maintenance experience, but it's not essential

#### **How to apply**

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

Please apply through our website OR send your CV and cover letter to [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

If you would like to have a chat about the role or visit us prior to applying, please contact a member of the HR team at [hadmin@sharecommunity.org.uk](mailto:hadmin@sharecommunity.org.uk).

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are anonymised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

**This job is subject to two satisfactory references, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.**

Our privacy policy for job applicants can be found on our website.

We look forward to receiving your application

