

**Caretaker**

**Salary: £27,557 per annum pro rata to £18,619.59 per annum**

**Permanent (part-time 25 hours per week)**

**33 days annual leave per annum including bank holidays.**

**Hours on a shift basis working Monday to Friday one-week earlies 6.00am to 11.00am, one-week evenings 4.00pm to 9.00pm on a weekly rotation.**

**Role**

The role of the Caretaker at Doncaster Deaf Trust covers a wide range of tasks including opening and closing of the Trust, undertaking cleaning duties, porterage and day-to-day inspection and checks. The Caretaker will work with and support the general and property maintenance team under the direction of the Facilities and Maintenance Manager.

The Caretaker will conduct tasks throughout the site and work with academic staff, support staff and students. It is crucial that the caretaker is always flexible, professional, and diplomatic. The day-to-day tasking of the Caretaker will be the responsibility of the Facilities and Maintenance Manager, although the Caretaker must be proactive and able to work unsupervised. Doncaster Deaf Trust Caretaker’s general location of work is within the confines of the Trust. The post of the Caretaker enhances the security of the Trust and foster's relationships with the emergency services. The Caretaker will hold a Trust mobile phone and will be a point of contact in emergency call out during their working hours.

Please refer to the job description for a full list of duties and responsibilities.

**Can you demonstrate:**

* Experience in performing in performing basic repairs and general maintenance tasks.
* Knowledge of security procedures, including alarm systems, fire exits and emergency protocols.
* Excellent practical, organisational, teamwork and problem-solving skills.
* Flexibility and adaptability, especially when responding to emergencies, or change in the workload.
* Customer focused attitude and proactive in addressing maintenance issues before they escalate.

**Staff Benefits**

* Contributory Pension.
* Great CPD opportunities including free sign language classes.
* Free onsite parking.
* Free use of onsite gym.
* Westfield Health Cash Plan including Doctorline - 24/7 access to a GP, Dental, Optical and Prescription claims and much more (funded by the employer).
* Discounted childcare at the onsite Little Learners Day Nursery.
* Uniform and PPE provided.

For a job description and application form please visit our work for us page at www.deaf-trust.co.uk/trust/work-for-us/

**Closing date for applications:** 24th November 2024

**Doncaster Deaf Trust, Leger Way, Doncaster, DN2 6AY,**

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.*

*The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*