

Job Description

Job title	ICM Caretaker
Directorate	PLACE : Regeneration, Community and Culture
Division	Regeneration
Range	MPR 2
Reports to	Innovation Centre Manager

Main purpose of the job:

To provide a wide range of general caretaker and maintenance support to the operations and general running of the Innovation Centre Medway and the Innovation Studio Medway.

To build relationships with tenants and visitors acting as a key point of contact to help resolve queries or issues in their office, meetings rooms or the sites in general.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Undertake general caretaker duties such as unlocking and locking the sites, cleaning the floors etc. to ensure that premises are presented to the agreed standard at all times .

Operate the portage service, setting up meeting rooms and relevant equipment, moving furniture around if required and delivering bulky postage items to ensure the premises are set up and equipped to the required standard.

Maintain the buildings and grounds such as the polishing the tiled floors, installing car parking and office signage, apply salt to car park and external walkways when required, replace light bulbs and generally oversee contractors when on site ensuring that all areas are effectively maintained and comply with relevant H&S policy requirements.

Undertake maintenance activities such as jet spraying the paving slabs and cladding,

clean windows, litter picking, sweeping and debris clearing, including sorting out the refuse bins, emptying the smoking extinguisher and generally keeping the exterior and interior communal areas and car parking tidy.

To prepare offices for new tenants to include painting, carpet cleaning and laying, moving floor ports, installing tenant signage on door and in the car park and removal and installation of wall hanging items as required.

Test the fire alarms weekly on both sites to ensure that they are working effectively and that all health and safety requirements are complied with.

To provide support to the ICM manager on ad-hoc tasks as and when they are required.
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At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Accountabilities to Children and Young People **For CSC roles only – to be deleted for all other divisions**

The children and young people of Medway have said the following qualities are really important to them:



- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

Organisation:

This role reports to the innovation Centre Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

FIXED - The post holder will be permanently based at the Innovation Centre Medway, although they may be expected to work at any location across Medway. In addition, the post holder will provide out-of-hours support when required across the sites

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- No formal qualifications

Level B in addition

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Level C in addition

Knowledge

Level A

- Handyman skills

Level B (in addition)

- Health and Safety

Level C (in addition)

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Experience

Level A

- Painting and decorating

Level B (in addition)

- Fire Marshal and First Aid

Level C (in addition)

- Laying carpet tiles would be advantageous

Skills

Level A

- Ability to repair items.

Level B in addition

- Excellent attention to detail

Level C in addition



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