

Caretaker

Department: Children, Young People and Families

Section: Jersey Youth Service

Reports to: Site Manager

JE Ref: CYP1258

Grade: MW05 **JE Date:** 18/06/2025

Job purpose

To support the Site Manager (where applicable) to manage the Jersey Youth Service (JYS) facilities to ensure the effective, efficient and safe use of premises ensuring that JYS buildings are clean and carry out minor maintenance and repairs when required, including set up and clean-up of external events (e.g. shows).

Job specific outcomes

Check and maintain the security of the JYS premises and its contents.

Carry out regular inspections of the buildings, furniture / fixings and grounds and together with the site manager plan for any repairs / alterations as required carrying out minor maintenance / construction under the direction of the Site Manager. Carry out annual programmed maintenance and record details on computerised database.

Assist with the daily operating and checking of the heating system, air handling unit, and fire/intruder alarm systems. Monitor CCTV footage for usage if requested by management. Where applicable.

In the absence of the Site Manager be the point of contact and supervise for all contractors / tradesman, deliveries and visitors on the premises who are attending on site related business.

Be responsible for the cleaning products budget, order and replenish cleaning materials and other items associated with the job and keep accurate records on a computerised database.

Carry out general cleaning duties when required and monitor the effectiveness of the cleaning team.

General portage duties to include packing and unpacking parcels/crates, moving furniture/equipment around the sites.

Provide manual support to all staff.

Deputise for the Site Manager in absence.

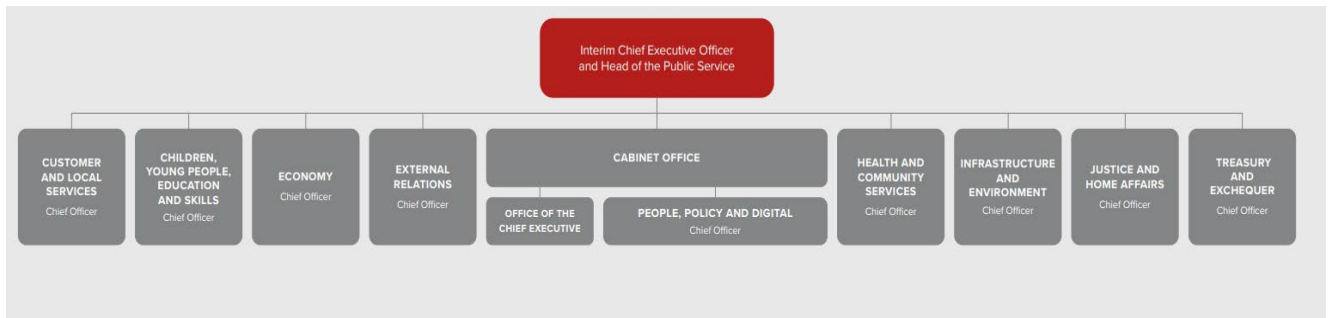
Assist the Site Manager with Health & Safety checks and carry out hazard inspections.

Assist with events as and when required.

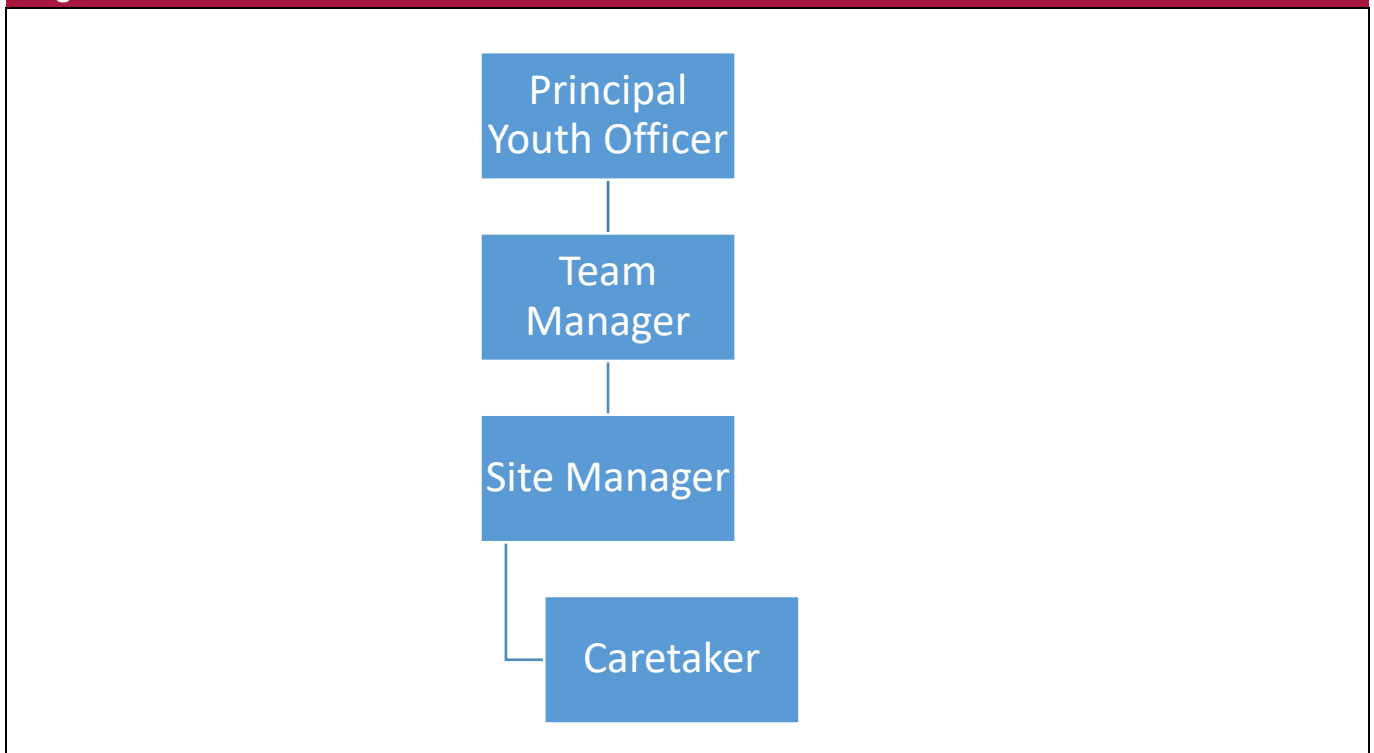
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart



Person Specification

Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|--------------------------------------|--|--|
| Qualifications | Good standard of education is required (minimum 5 GCSE's, English and Maths essential) | First Aid training. |
| Knowledge | Knowledge of Health & Safety including Health & Safety in the workplace. Willing to work towards Safeguarding Children training. | Manual handling certificate. |
| Technical / Work-based Skills | Clean driving licence. Operate basic machinery and maintenance work. | Experience of handling cleaning chemicals in line with COSHH guidelines. D1 driving licence |
| General Skills/Attributes | Good attention to detail. Good interpersonal skills to communicate effectively with different groups. Ability to work on own initiative and effectively prioritise workload. | |
| Experience | | Proven track record in a similar role is advantageous. |

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities, attributes and behaviour indicators.