Salford City Council

Role profile

Caretaker, Lledr Hall Outdoor Education Centre

Service	Reporting to	Location	Grade
Childrens Services	Head of Centre	Lledr Hall	2A

About the role

- Lledr Hall Outdoor Education Centre (OEC) is Salford City Council's own residential Centre providing short stay visits for the schools and community groups from the city. As part of the school provider arm its role is to enhance the curriculum offer provided by the city's schools.
- Lledr Hall Outdoor Education Centre require a caretaker with responsibilities including maintaining the buildings, property vehicles and grounds on a day to day basis, conducting minor improvement works as appropriate, completing compliance and safety checks, liaising with and overseeing contractors and deliveries.
- The Centre is located in North West Wales approx. 2 miles from the village of Dolwyddelan. The post holder will be based at the Centre.
- Lledr Hall OEC occupies a 12 acre site. The buildings include the main Centre which sleeps up to 54 people, a cottage which sleeps up to 15, and various outbuildings and storage sheds. The post holder will be responsible for managing this entire site. The grounds of the Centre are maintained by an outside contractor 1 day a week.
- The Centre owns a fleet of minibuses and a 4x4 vehicle, together with a variety of trailers. These are used to access outdoor adventurous activity locations within the Snowdonia National Park. The caretaker has responsibility for the safe management of this fleet.

Key outcomes

- Undertake day to day maintenance tasks promptly when breakage or repair work is identified. This could include general labouring and site works including decoration, plumbing and joinery within the competence of the individual.
- Cleaning and maintaining satisfactory standards of appearance of designated areas, both inside and outside the Centre not covered by alternative arrangements e.g. outside areas, drains, stores etc.
- Cleaning of a non-routine nature, to include the removal of graffiti and spillage during operation.
- To conduct weekly fire alarm and safety equipment checks, logging and reporting any faults, taking all sensible precautions against fire. Ensure escape routes and exits are maintained and kept clear.
- Set and monitor building heating levels, lighting, and fire and security alarm systems
- Carry out routine compliance checks with regard to water temperatures, fire equipment and emergency lights.
- Liaise with contractors and oversee works to ensure compliance with safety policies and acceptable working practices.
- Maintaining adequate levels of consumables and equipment.
- Prepare rooms for meetings and events as required
- Unlocking and securing premises at agreed times and maintaining the keys in their possession. Respond to emergencies and call-outs.
- Organise maintenance of the Centre's vehicle and trailer fleet. Ensure vehicles have weekly checks, servicing organised and records maintained and MOT certificates are valid.
- To ensure safe disposal of rubbish and recycling material.
- Be flexible and adaptable, being prepared to work unsociable hours including at evenings, weekends throughout the year.
- Report on the condition of property and plant using computer equipment as required
- To always treat customers in a courteous and professional manner and be alert, careful, considerate and helpful.
- Some work at height, confined spaces and near water may be required once appropriate training has been given.
- Such other duties at a comparable level of responsibility and consistent with the post holder's level of competence as are required.

What we need from you

- Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes
- Professional credibility through proven relevant experience
- To model and demonstrate our values and behaviours
- Essential skills
- Experience of maintenance and skilled minor repair/development works to premises and plant
- Broad range of practical skills and knowledge
- Work well as part of a team
- Have an organised and professional approach to work and able to manage themselves and workload whilst working independently
- Good communication skills with peers, managers and customers.
- Be ICT competent, having a basic understanding of Microsoft programs.
- Be comfortable working a height, in confined spaces and near/with water.
- Hold a current driving licence and ability to drive minibuses / 4x4 vehicle with trailers. There will be some requirement to drive for groups in residence.

Desirable skills

- Holding formal training in a trade.
- Experienced painter and decorator
- Have experience of working at height, in confined spaces and near/with water
- Experience of systems safety checks and reporting

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning
Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults.

You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development
Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on the Institute of apprenticeships website.

Tailored Development

There will be opportunities for specific training for the role as required in discussion with line manager.

A digital organisation

Developing your digital skills
Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the iDea website.

Sharing your digital skills
Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

Our four values are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.



Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation: