

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: **Senior Caretaker**

Grade: **Scale 4**

Reports to: **Senior / Caretaking Team Manager**

Grade: **PO2 / SO2 – PO1**

Directorate: **Housing**

Section: **Environment**

Main Purpose of the job:

To lead and motivate Caretakers and Environment Assistants in taking care of the external and internal cleaning of designated areas.

To deputise for the Caretaking Team Manager when required.

Summary of Responsibilities and Personal Duties:

1. To participate actively in, and to lead and coordinate Caretakers and Environment Assistants in the following roles
2. To fulfil schedules and achieve cleaning standards, for both internal and external communal spaces
3. The removal of lumber, fly-tipping or items left in communal areas to an appropriate area - including loading onto a vehicle and driving to a storage or disposal site.
4. Lead tasks pursuant to the Clear Corridors policy
5. Sweeping and cleaning internal and external areas on a scheduled and reactive basis using appropriate materials and equipment
6. Actively collaborate with other Lewisham Council employees and partner organisations to ensure the smooth and efficient running of the service for the benefit of customers
7. Report defects and request repairs to communal areas, using appropriate means or as identified by managers or supervisors
8. Identify and report any welfare or safeguarding concerns about vulnerable residents
9. Identify and report nuisance, anti-social behaviour or criminal behaviour and provide evidence to support enforcement action – including the provision of information on individuals and actively looking for evidence in dumped rubbish and providing witness statements
10. Provide monitoring information and report as required, including daily staff attendance reports
11. Ensure high quality outcomes across all tasks, including the compliance with and standards or systems required

12. Carry out any other tasks, commensurate with the grade, which managers identify
13. Look after and use appropriate uniform and personal protective equipment
14. There may be opportunities to work at weekends on a rota basis

Generic responsibilities:

- Maintain excellent customer service in all areas of work
- Take responsibility for own learning and development
- Comply with all Lewisham Council policies, including contractual standing orders, financial regulations and all HR policies and procedures including Health & Safety and Equality & Diversity
- Engage with colleagues and management to support the delivery of excellent services for the benefit of our residents and stakeholders

Internal Contacts: Various departments within the Council.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: None

Number of partially managed staff: None

PERSON SPECIFICATION

JOB TITLE: Senior Caretaker

POST NO:

DEPARTMENT: Environment

GRADE: Scale 4

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked '**S**' will be used especially for the purpose of shortlisting. Categories marked as '**D**' are desirable.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community.....**S**
- Understanding of how equality and diversity relates to this post.....**S**

Skill

- A clean, full manual UK/EU driver's licence.....**S**

Experience

- Able to prioritise work to ensure service guarantees schedules and standards are met....**S**

General Education

- Must be literate and numerate.....**S**

Personal Qualities

- Organises own work with minimal supervision.....**S**
- Doesn't walk by a potential safety hazard – reports it or takes action appropriately.....**S**
- Takes responsibility for own safety and creating a safe working environment.....**S**
- Consults, listens and shows empathy to others.....**S**
- Proactive in solving problems and involving others where necessary.....**S**
- Aptitude and willingness to learn new skills.....**S**

Physical

- Must be fit to carry out physical work including some heavy lifting on a daily basis.....**S**

DBS Disclosure Required? **No** ☐ **Basic** ☒ **Enhanced** ☐