**HIGHLAND RESERVE FORCES AND CADETS ASSOCIATION**

**Caretaker – The Cadet Training Centre, Boddam**

**GENERAL**

1. **Appointment Details**
2. Job Title: Caretaker
3. Job Grade: SZ2 Grade
4. Department: Permanent Support Staff (PSS)
5. Report To: County Quartermaster
6. Job Purpose: Delivery of Safe Place administration and occupation readiness of the Cadet

Training Centre

1. **General Description of Role**
2. The Caretaker is a full time employee of Highland Reserve Forces and Cadet Association (HRFCA) and is responsible to the County Quartermaster (CQM) for all Safe Place administration and readiness administration, logistics, maintenance and cleanliness for occupation
3. The Caretaker is not required, as part of their employment with HRFCA to volunteer to serve in the Army Cadet Force (ACF) but could apply if wishes to do so on the same route as a non-HRFCA applicant.
4. Maintain records, on current systems, of Hours Worked, sending to County Executive Officer (CEO) on each Monday.
5. Maintain records, on current systems, of mandatory checks completed by self and those carried out by approved contractors, informing the CQM and HRFCA Estates of any missed checks, visits, or concerns.
6. Ensure the Centre is prepared and ready for occupation by any Unit, group or hire that has their request and booking accepted by the CQM.
7. Work in conjunction with the part time employed cleaner and as directed by the CQM or CEO to ensure that the centre is kept clean and tidy.
8. Work in conjunction with the Cadet Administrative Assistants to ensure the centre is prepared for 2nd Battalion the Highlanders ACF training weekends as requested.
9. Undertake any reasonable task(s) within the broad remit of their role, which may be required of them by either the CQM or CEO, which may entail such aspects as ad hoc analysis and one-off reports.
10. From time to time HRFCA may update this Job Description (JD) to meet the introduction of new tasks required by the Cadet Chain of Command (CoC).
11. Attend suitable courses to work safely, achieve competency, currency or meet job objectives.
12. **Description of Primary Tasks**
13. Ensure each building is a Safe Place, internally and externally, as part of the Safe System of Training (SSoT) by raising work service requests, when required, for each, within the Training Centre, following the HRFCA protocols to the works office. Ensuring that SMIT is up to date in all buildings within Training Centre. You are to maintain a works register updating estates on completions or concerns or raising priority.
14. Ensure that each building and individual rooms have the necessary and/or mandatory signage and information displayed, have all the necessary and/or mandatory safety equipment present and that all necessary and/or mandatory fitted safety systems operate as required.
15. Ensure that all soft FM (facilities Managed) items are apportioned, recorded, and in place as each occupancy requires and after occupancy any used linen is prepared for uplift by the laundry contractor.
16. You are to be available for Handovers and Takeovers of CTC Boddam as required by 2 Highlanders ACF or other visiting Units, where this falls on a weekend, TOIL (Time off in Lieu) will be awarded during the following week as agreed with Line Manager.
17. Maintain CTC Boddam Safety, Health, Environment (SHE) and Fire Safety protection

noticeboards, as directed by the Bn SHE (F) Designated Officer (CQM).

1. Where issued electrical or electronic equipment is not labelled as Portable Appliance

Tested (PAT) arrange through works office or at next HRFCA contractual date. As part of SSoT, safe equipment, complete visual checks until PAT completed. Where personal electrical or electronic equipment’s are supporting training these require PAT also, removing items if not.

1. You will be the Waste Warden for CTC Boddam reporting to the waste manager (CQM). You are to ensure the waste policy and separation is being adhered to and place waste receptacles for council or contractors to empty as per schedules.
2. You will be the Energy warden for CTC Boddam reporting to the Energy Manager (CQM). You must ensure that gas and electrical usage is kept under control with energy saving measures maintained.
3. You will be the Fire Warden for CTC Boddam reporting to the Fire Manager (CQM). You are to carry out all fire mandatory checks as scheduled and report any concerns to the Fire Manager.
4. You will be the COSHH Representative for CTC Boddam, maintaining the COSHH Risk Register and ensuring the availability of Safety Data Sheets for held items.
5. You will be responsible for all keys, security and non-security ensuring that any keys issued is entered into the register and report any losses or damages to the CQM.
6. You will conduct site security checks reporting any concerns to the Security Officer (CEO).
7. Check and report to CQM monthly availability and serviceability of any equipment issued to you and any PPE on your charge.
8. Carryout Assurance checks as per Unit programme.
9. **Description of Secondary Tasks**
10. Assist the CQM in preparation for LEA and LSA&I programme visits.
11. Assist the CQM in maintaining the Site Risk Register.
12. Assist the CQM/MTO in the administration and maintenance of vehicle fleet.
13. Assist CSA with preparation of laundry collections and returns.
14. Liaise with external contractors during works visits to ensure jobs are completed as per request, conducted safely and the area is cleared before leaving. You must ensure that all contractors are booked in and out at the reception office. You are to deliver site safety briefs to contractors on arrival at CTC Boddam.
15. Carry out minor ground maintenance and snow clearance/gritting as discussed and agreed with the CQM.
16. Attendance at Equipment Care meetings.
17. **Other Duties**
    1. Be prepared to carry out other duties commensurate with competencies held and the grade of this post.
18. The discharge of the role, tasks and duties of this post will require the post holder to undertake occasional evening and weekend working, for which time off in lieu.
19. **General Qualifications and Personal Attributes**
20. Essential:
21. Experience in office and logistical environments.
22. Proven organisational ability and attention to detail.
23. Excellent interpersonal skills together with proven ability to work individually or in a small team with limited supervision.
24. Familiarity with Microsoft Office applications, in particular Word and Excel.
25. Current full driving licence.
26. Desirable:
27. Pervious military experience regular or reserve and/or of the service cadet organisations.
28. IOSH, COSHH, or other H & S certificates
29. Previous experience commensurate with the job description
30. Driving licence with D1+E and C1.
31. **Specific Requirements**

Any personal or professional requirements specific to this role.

1. **Other Features**
2. This Job Description:
3. Should be discussed/read with the line manager at the time of receiving the annual Personal Development Report (PDR).
4. May be reviewed in the light of changes during the period of your appointment and on change of incumbent.
5. Because of the changing nature of our business, your job description will inevitably change from time to time. You may be required to undertake other activities of a similar nature that fall within your capabilities and are commensurate with your grade.
6. I have read and understood my job description and mandate of responsibility and have received a copy of same.

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| Post holder (name): |  |  |  |  |
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| Date: |  |  |  |  |
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| Signed: |  |  |  |  |
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| Line Manager (name): |  |  |  |  |
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| Date: |  |  |  |  |
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