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## Job Description & Person Specification

**Post 1: Lock-up Caretaker – Weekdays**

**Post 2: Lock-up Caretaker – Weekends**

**Post 3: Casual Key-holder**

### About Mary's

Mary's is a young and vibrant charity working with children, young people and their families, as well as providing a home for the community activities of a very wide cross section of local Islington residents. We are located on Upper Street, at the heart of Islington, next to St Mary's Church.

### About the posts

We are looking for new team members who share our values and want to serve Islington residents and our beneficiaries. You will be representing the charity to members of the public and helping us to keep our buildings secure and available for use.

There are a number of elements to each post, some of which are optional but put together they add up to a small part-time job for someone willing to be involved in our charity and get to know our team. We are looking for responsible people who can work independently.

### How to apply

Applicants should complete the application form, downloadable from Mary's website at [www.marys.org.uk](http://www.marys.org.uk) or on the following link

[https://docs.google.com/a/marys.org.uk/forms/d/1KvfYY1H7KbL3qLojweiAVI788wCiA1zoA2\\_YKdD-11g/viewform](https://docs.google.com/a/marys.org.uk/forms/d/1KvfYY1H7KbL3qLojweiAVI788wCiA1zoA2_YKdD-11g/viewform)

Closing Date: Midnight Sunday 1<sup>st</sup> November 2015

Interview Date: Tue 10<sup>th</sup> Nov

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### Positions:

**Post 1: Lock-up Caretaker - Weekdays**

**Post 2: Lock-up Caretaker - Weekends**

**Post 3: Key-holder**

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## Post 1

<b>Job Title:</b>	Lock-up Caretaker - Weekdays
<b>Contract:</b>	Fixed Term – 12 months with the possibility of the position becoming permanent (3 month probation)
<b>Hours:</b>	Mon – Fri 10 – 10.30pm plus evening call outs Optional additional key-holder duties
<b>Location:</b>	London, N1
<b>Pay:</b>	Basic: £220 per month + 8% pension Call-outs: £5 per phone call, £10 per visit
<b>Holiday:</b>	4 weeks plus bank holidays pro rata
<b>Reports to:</b>	Premises Manager
<b>Conditions:</b>	Subject to successful Disclosure and Barring Service (DBS) check

## Job Purpose

To check and lock our buildings each night and attend weekday evening of call-outs. This will include interaction with members of user groups and the public.

Optional out-of-office-hours key-holder duties

## Main Duties and Responsibilities

### Lock-up

Approximately 35mins per night

1. To check and lock all rooms in the Neighbourhood Centre and Crypt making sure that:
  - a. all doors and windows are locked
  - b. all lights and appliances are switched off
  - c. no heating or ventilation is left on in the Sports Hall overnight
  - d. the building is locked and the security alarm is set
  - e. any damage to property noticed is reported to the Premises Manager
  - f. in case of emergency (fire or security) either the Premises Manager is alerted.

### Call out duties

1. Respond to weekday evening (Mon – Fri 5 – 10pm) call-out demands by users. Deal with as appropriate and report to Premises Manager. Act as Mary's representative. Additional pay for each call-out at the rate of £5 for a phone call or £10 if a visit is required.

## Opportunities for key-holding

There are further voluntary opportunities for bookings key-holder duties. These are arranged and claimed for on an individual booking basis.

1. Make the room tidy
2. Greet and give entry to group and provide short induction if necessary
3. Return to check that the building has been vacated and lock-up after the group

## Opportunities for lock-up cover

There will be opportunities to cover the weekend lock-up and party caretaking duties when the post-holder is on leave or unavailable

## General

1. Report any concerns relating to buildings, bookings and users to Premises Manager
2. Help maintain the safety and security of buildings
3. Keep up-to-date with policies and procedures for emergency evacuation of buildings
4. Ensure safe working practices are followed and protective equipment and clothing used
5. Follow policies and procedures for safeguarding children within the childcare services provided by SMICP.
6. Attend necessary training
7. The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

## Person Specification

<b>Qualification</b>	<ul style="list-style-type: none"><li>• Basic literacy and numeracy</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Some knowledge of the systems for managing public buildings/facilities e.g. caretaking, key-holding, heating controls</li><li>• Some knowledge of health and safety with regard to buildings e.g. fire marshal training</li><li>• Good spoken English</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a customer facing role</li><li>• Experience of working in a similar role or with a keen willingness to learn quickly</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Good interpersonal skills and ability to interact well and effectively with a wide range of people</li><li>• Able to make quick, independent and appropriate decisions when necessary</li><li>• Ability to work well independently</li><li>• Works efficiently and effectively and actively looks for ways of improving services</li><li>• Time management skills</li></ul>

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Acts in accordance with Mary's values: <ul style="list-style-type: none"> <li>○ People Centred</li> <li>○ Transforming</li> <li>○ Collaborative</li> <li>○ Innovative</li> <li>○ Integrity</li> </ul> </li> <li>• Reliable and trustworthy</li> </ul>
<b>Special circumstances</b>	

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## Post 2

<b>Job Title:</b>	Lock-up Caretaker - Weekends						
<b>Contract:</b>	Fixed Term – 12 months with the possibility of the position becoming permanent (3 month probation)						
<b>Hours:</b>	<p>Sat &amp; Sun 10 – 10.30pm + call-outs  Sat or Sun afternoons 4hrs as required with a minimum of 2 children's parties per month. Some flexibility and arranged in advance.</p> <p>Optional additional key-holder duties</p>						
<b>Location:</b>	London, N1						
<b>Pay:</b>	<table> <tr> <td>Basic:</td> <td>£100 per month + 8% pension</td> </tr> <tr> <td>Parties:</td> <td>£35 per party</td> </tr> <tr> <td>Call-outs:</td> <td>£5 per phone call, £10 per visit</td> </tr> </table>	Basic:	£100 per month + 8% pension	Parties:	£35 per party	Call-outs:	£5 per phone call, £10 per visit
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Parties:	£35 per party						
Call-outs:	£5 per phone call, £10 per visit						
<b>Reports to:</b>	Premises Manager						
<b>Conditions:</b>	Subject to successful Disclosure and Barring Service (DBS) check						

## Job Purpose

To check and lock our buildings on Saturday and Sunday nights and attend weekend call-outs. To provide a caretaking and reception service during children's party bookings on Saturday and/or Sunday afternoons. This will include interaction with members of user groups and the public.

Optional out-of-office-hours key-holder duties

## Main Duties and Responsibilities

### Lock-up

Approximately 35mins per night

1. To check and lock all rooms in the Neighbourhood Centre and Crypt making sure that:
  - a. all doors and windows are locked
  - b. all lights and appliances are switched off
  - c. no heating or ventilation is left on in the Sports Hall overnight
  - d. the building is locked and the security alarm is set
  - e. any damage to property noticed is reported to the Premises Manager
  - f. in case of emergency (fire or security) the Premises Manager is alerted.

### **Call out duties**

1. Respond to weekend (Sat/Sun 9 am– 10pm) call-out demands by users. Deal with as appropriate and report to Premises Manager. Act as Mary's representative. Additional pay for each call-out at the rate of £5 for a phone call or £10 if a visit is required.

### **Caretaking and reception for children's parties**

1. Check and clean as necessary the main corridor, toilets, kitchen and party rooms before and after the party
2. Set up tables and chairs
3. Greet party organisers, provide brief induction and any assistance
4. Welcome and give access to the public and party goers during the party
5. Help maintain safety and security of the building

### **Opportunity for key-holding**

There are further voluntary opportunities for bookings key-holder duties. These are arranged and claimed for on an individual booking basis.

1. Make the room tidy
2. Greet and give entry to group and provide short induction if necessary
3. Return to check that the building has been vacated and lock-up after the group

### **Opportunity for lock-up cover**

There will be opportunities to cover the weekday lock-up duties when the post-holder is on leave or unavailable

### **General**

1. Report any concerns relating to buildings, bookings and users to Premises Manager
2. Help maintain the safety and security of buildings
3. Keep up-to-date with policies and procedures for emergency evacuation of buildings
4. Ensure safe working practices are followed and protective equipment and clothing used
5. Follow policies and procedures for safeguarding children within the childcare services provided by SMICP.
6. Attend necessary training
7. The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

## Person Specification

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Basic literacy and numeracy</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Some knowledge of the systems for managing public buildings/facilities e.g. caretaking, key-holding, heating controls</li> <li>• Some knowledge of health and safety with regard to buildings e.g. fire marshal training</li> <li>• Good spoken English</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a customer facing role</li> <li>• Experience of working in a similar role or with a keen willingness to learn quickly</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills and ability to interact well and effectively with a wide range of people</li> <li>• Able to make quick, independent and appropriate decisions when necessary</li> <li>• Ability to work well independently</li> <li>• Works efficiently and effectively and actively looks for ways of improving services</li> <li>• Time management skills</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Acts in accordance with Mary's values:             <ul style="list-style-type: none"> <li>○ People Centred</li> <li>○ Transforming</li> <li>○ Collaborative</li> <li>○ Innovative</li> <li>○ Integrity</li> </ul> </li> <li>• Reliable and trustworthy</li> </ul>
<b>Special circumstances</b>	

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### Post 3

<b>Job Title:</b>	Key-holder
<b>Contract:</b>	Casual
<b>Hours:</b>	Variable
<b>Location:</b>	London, N1
<b>Pay:</b>	£10 per full session
<b>Reports to:</b>	Bookings Manager
<b>Conditions:</b>	Subject to successful Disclosure and Barring Service (DBS) check

### Job Purpose

To become one of the team of casual key-holders who give entry for regular and one-off bookings in the evenings 5.30 – 10pm and at weekends 9am – 10pm. Duties are arranged individually on a voluntary basis but you will be expected to take at least 3 sessions per month of those offered to you. This will include interaction with members of user groups and the public.

## Main Duties and Responsibilities

### Key-holding

1. Make the room tidy
2. Greet and give entry to group and provide short induction if necessary
3. Return to check that the building has been vacated and lock-up after the group

### General

1. Report any concerns relating to buildings, bookings and users to Premises Manager
2. Help maintain the safety and security of buildings
3. Keep up-to-date with policies and procedures for emergency evacuation of buildings
4. Ensure safe working practices are followed and protective equipment and clothing used
5. Follow policies and procedures for safeguarding children within the childcare services provided by SMICP.
6. Attend necessary training
7. The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

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## Person Specification

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Basic literacy and numeracy</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the systems for managing public buildings/facilities e.g. caretaking, key-holding and health and safety an advantage</li> <li>• Good spoken English</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a customer facing role</li> <li>• Experience of working in a similar role or with a keen willingness</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills and ability to interact well and effectively with a wide range of people</li> <li>• Works efficiently and effectively and actively looks for ways of improving services</li> <li>• Ability to work well independently</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Acts in accordance with Mary's values:               <ul style="list-style-type: none"> <li>○ People Centred</li> <li>○ Transforming</li> <li>○ Collaborative</li> <li>○ Innovative</li> <li>○ Integrity</li> </ul> </li> <li>• Reliable and trustworthy</li> </ul>
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