



**ZWIĄZEK HARCERSTWA POLSKIEGO**  
**ZARZĄD OKRĘGU w WIELKIEJ BRYTANII**  
**POLISH SCOUTING ASSOCIATION (UK Region) Ltd.**

Registered in England and Wales No.: 08352009,  
Registered Charity England and Wales: 1155288, Scotland: SC045348  
Registered Office: 23-31 Beavor Lane, London W6 9AR  
Email: [admin@zhpwb.org.uk](mailto:admin@zhpwb.org.uk)

**STANICA HARCERSKA ST.BRIAVELS SCOUTS HOUSE**

**JOB TITLE:** Site Caretaker - Part Time

**REPORTS TO:** Site Manager

**DATE REVIEWED:** January 2016

**JOB PURPOSE**

To provide security and caretaking service to the St.Briavels Scout Centre to minimise risks to the health and safety of those using the site; to limit the possibility of damage to the premises and loss of property through theft; to participate in the efficient and economic use of the site, equipment and premises; to maintain an environment which will support scouting activities.

**PRINCIPAL ACCOUNTABILITIES**

**1. General care and operation of the site**

Ensure that the site is kept clean and tidy in order to minimise risks to the health and safety of those using the site and provide an environment in which scouting activities can take place. Be the site responsible person for Health and Safety. Assist with arrivals and departures of groups using the site. Check for damage or deterioration of the premises and equipment and carry out emergency repairs within capability. Assist the Site Management Team with general site maintenance tasks including portering.

**2. Security**

Ensure security of the site by operating the alarm and security monitoring systems. Secure site premises and property by locking doors and windows. Regularly walk the site and around the buildings and check for evidence of disturbance or damage. Monitor authorised visitors to the site and challenge unauthorised persons.

**3. Grounds Maintenance**

Contribute to maintaining the grounds and boundaries of the site in good order, keeping all pathways clear of debris, cutting back encroaching vegetation, regularly cutting the grass in the camping fields and other areas. Keep the monument area clean and tidy, regularly cutting the grass and keeping information boards and hard surfaces clear of moss.

**4. Monitoring**

Perform regular checks and tests on alarm systems. Be aware of the location of all stopcocks, water and electricity meters and take meter readings as required. Monitor the state of repair of the access track from Bigsweir to the site entrance. Check buildings, fittings and equipment for damage and defects and report to Site Management Team. Monitor the work of contractors on site. Keep records of monitoring activities and provide reports to Site Management Team.

**5. Other work**

Perform any other work requested by and deemed appropriate by the Site Manager and PSA UK Region Trustees by agreement with the Job Holder.

## **PERSON SPECIFICATION**

### **Education, Training and Work Qualifications**

Basic General Education

#### **Knowledge**

Knowledge of basic site maintenance and willingness to undertake training in building services as required; i.e. Heating, Plumbing, Carpentry, Electrical etc as well as Health and Safety. Other knowledge required can be acquired through on the job training and guidance.

#### **Skills and Abilities**

Ability to plan and prioritise a range of regular and irregular tasks and ability to analyse tasks and how they may be best achieved.

Good oral and written communication skills.

Ability to relate in a firm but friendly way with a wide range of personalities.

Basic DIY Skills essential.

#### **Other requirements**

It is essential that the post holder should be pro-active, reliable, honest and dependable. Must enjoy working on their own initiative and as part of a team; be adaptable and supportive of colleagues and sympathetic to the Scouting Values.

Physical ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.

The Job Holder is required to live in the Service Accommodation on Site.

A satisfactory DBS – Disclosure and Barring Service Check will need to be carried out and satisfactorily returned prior to commencement of employment.

**St. Briavels Scout Centre**  
**Schedule of Duties and Responsibilities**  
**Job Holder – Site Caretaker – Part Time**

**General care of the Scouts Centre site**

- Sweeping hard surfaces, picking up litter and being responsible for the removal of all debris from paths, play areas, grassed areas, memorial area and all entrances.
- Ensuring that external rubbish is stored appropriately.
- Ensuring that all refuse is disposed of promptly and stored away from the main building.
- Ensuring that the cleaning of external toilets and toilet areas is completed as required, also, the replenishment of toiletries as required.
- General portage duties and moving of furniture and equipment.
- Assisting Site Management Team members with simple tasks as requested.
- Be the site responsible person for Health and Safety.
- Produce a quarterly report for the Site Manager regarding Health and Safety issues and Building Maintenance.
- Checking for damage/security issues at the premises every day.
- Dealing with Camping Field Lettings as required - arrivals, departures and general duties.
- Receiving and checking goods and supplies and taking them to the appropriate place for storage.
- Ensuring that clear passage is maintained on Fire Escape routes.
- Report any defects of building, furniture, fittings and equipment to the Site Manager  
Ensure that all lights and heating are working effectively.
- Ensure that the boiler house is tidy and that no flammable material is stored there
- Weekly ventilation of existing buildings prior to renovation.

**Security**

- Monitoring and administering CCTV system.
- Unsetting and setting of site alarm systems.
- Responding to and resetting of the site alarm, liaising with the police and alarm company if required.
- Checking and securing the site premises subsequent to intruder alarm activation.
- Overall security of the site premises including the locking of all windows and doors and the drawing of window blinds.
- You may be required at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.
- Challenging any unauthorised persons entering the site and explaining they are on private land. Indicate public right of way – Bridleway.
- Keep a record of all incidents of unauthorised entry noting vehicle numbers and any advice given.

## **Grounds Maintenance**

- Cutting grass on Camping Fields 3 or 4 times per year using ride on mower as agreed with Site Manager.
- Cutting grass on embankments and other areas using brush cutter as agreed with Site Manager.
- Cutting back hedges and foliage on Road from Chapel back to designated areas
- Weekly visual checking of roofs for pooling, loose tiles, plant growth etc.
- Cleaning roller shutters, soffits, bargeboards and external lights.
- Keeping all hard surfaces free of moss and weeds.
- Disinfecting drains and dustbins regularly.
- Making safe any hazards and ensuring that the area is cordoned off.
- Keeping monument area clear of leaves and debris.
- Keeping all hard surfaces free of moss and weeds.
- Periodically cut grass in monument area.
- Periodically washing information board to keep clear of moss.
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

## **Monitoring**

- Monitor the state of repair of the access track from Bigsweir to the site gates –
- Take monthly video of track while driving up from main gate to the chapel. Send/Upload to Site Manager.
- Walk the track weekly and note specific areas of deterioration with photographs and report to Site Manager.
- Note, monitor and report any defects in the site buildings or site boundary fences and gates to the Site Manager.
- Monitor the work of contractors working on site.
- Testing fire alarms according to schedule. Maintain test register.
- Services - Be aware of the location of all stopcocks, water and electricity meters and read meters as required.

## **Other Tasks**

Perform any other work requested by and deemed appropriate by the Site Manager and PSA UK Region Trustees by agreement with the Job Holder.

Can only use equipment as and when training has been completed and by prior agreement of the Site Manager.