

Arnos Vale Cemetery Trust

Job Description

Job Title:	Caretaker
Managed by:	Estate Manager
Location:	Arnos Vale Cemetery, Bath Road, Brislington, Bristol, BS4 3EW
Hours:	36 hours per week: 7.30am – 5pm Sunday, Monday, Wednesday and Thursday, although this may vary due to operational needs. The post holder may be required to attend the occasional incident out of hours and will be a named key holder.
Contract:	Permanent
Salary:	£17,544 Pro rata (actual £16,842)

Arnos Vale is a special place which people love to visit; a fascinating site, full of memories, culture, history, nature, wellbeing and busy with events. On any day of the week, the site can attract a large number of visitors for a great variety of reasons: from those visiting a family grave, to others who want to explore the history of Victorian Bristol, or just sample the wares of the café. The range of events and activities offered is a major draw for visitors, so we are now very focused on welcoming visitors and ensuring that they have an enjoyable experience. We host weddings in our Grade 2* Listed Victorian chapels and our woodland venue, hire out our buildings for meetings, classes, talks, theatre, education and family activities, and the site has also been used as a film location. With a busy programme of events taking place throughout the year, there is always a range of challenges and opportunities to respond to.

The cemetery is free to enter and visitors can explore it with guide books and leaflets. People regularly use the site for leisure, commuting and exercise. We also offer a range of volunteering opportunities from landscape maintenance and supporting children's workshops, to working on reception, guiding tours and undertaking historical research. We really value the contributions of our volunteers. As a not-for-profit organisation, all our income is put back into preserving, enhancing and developing this special place.

We're a small team, so we all help each other out and regularly need to react to changes to ensure that the site operates efficiently and safely. As caretaker, you will work independently and with colleagues to maintain the fantastic resources to a high standard and to constantly try to improve our service. Training will be provided where needed. You will need to be an active, enthusiastic and energetic team member who is adaptable to change and is passionate about this unique site. You will need to take real pride in your work, be comfortable with regular cleaning and building maintenance, as well as other practical tasks. We'd love to find someone who is as excited as we are by the potential of this place at the heart of the community

How to apply:

To apply for this role, send a **covering letter, CV and a completed Equality and Diversity monitoring form** (available on the job advert on our website www.arnosvale.org.uk) by Thursday 5th December to nick.bull@arnosvale.org.uk

Alternatively, by post to Nick Bull, Arnos Vale Cemetery Trust, West Lodge, Bath Road, Bristol, BS4 3EW.

Interviews to be held week commencing 16th December.

Please refer to the Duties and Responsibilities and Person Specification for more information.

Duties and Responsibilities:

1. To build good relationships with all users to facilitate the smooth running of the Cemetery and a positive visitor experience
2. To carry out regular cleaning to keep the public buildings and general offices in good, clean working order, including: toilet cleaning, floor cleaning, recycling and rubbish clearance, other general cleaning duties as agreed with line manager.
3. To prepare and set up rooms and site ready for events. Clearing away afterwards and turning the room around ready for the next event. This will include moving furniture, setting up equipment, cleaning, site signage and car parking arrangements for funerals, weddings and other busy public events.
4. Opening and closing the Cemetery site to the public.
5. To carry out regular compliance inspections and check that systems are in good working order, including emergency lighting, fire protection systems, CCTV, water temperature testing.
6. Liaise with contractors carrying out specialist work.
7. Carry out general building maintenance tasks as required, such as painting, decorating, replacing light bulbs, some carpentry and small construction works and minor repairs.
8. Be responsible for the maintenance and safe operation of the historic entrance gates.
9. Be aware of health and safety issues and comply with the Health and Safety Policy, reporting any non-compliance immediately to the Estate Manager.
10. To respond to enquiries and escalate them to the appropriate department when required.
11. To ensure that tools and equipment are maintained and stored appropriately to meet operational and health and safety requirements.
12. Assist other team members, including facilitating at funerals, weddings and other private and public events or incidents, as required.
13. Carry out all duties in accordance with the Policies of the Trust.
14. To respond to other duties as required by the Estate Manager

General Accountabilities:

1. Duties must be carried out in line with the commitment of Arnos Vale to encourage equal opportunities and environmental sustainability.
2. Ensure that the output and quality of work is of a high standard and meets current "best practice" standards of the sector.
3. Work in a way that contributes to the continuous improvement of the quality of the service being delivered.
4. To be willing to work outside in all weather conditions.
5. Abide by current Health and Safety regulations and work in a way that is consistent with Arnos Vale's health and safety policy and procedures to meet current legislation, regulations, codes of conduct, procedures and policies.
6. Ensure that safe working practices are adopted and that a safe working environment is maintained in all areas.
7. Attend staff meetings as required, negotiate and work towards targets and deadlines agreed with the Line Manager.

Person Specification

	Essential Criteria	Desirable Criteria
Skills and Experience	<p>Good time management and organisational skills with the ability to manage a busy and varied workload whilst responding flexibly to immediate priorities</p> <p>Good attention to detail</p> <p>Experience and skills in general building maintenance, painting, decorating, minor repairs</p> <p>Able to communicate well with a wide range of people, who will be at the cemetery for many different reasons and with different needs e.g school visits, people under emotional stress, dog walkers, contractors, tourists</p> <p>Self-motivated, pro-active, able to work unsupervised as well as part of a team</p> <p>Able to be flexible with working hours and days if necessary</p> <p>Full, clean driving licence</p>	<p>Experience in the testing and monitoring of systems such as security, fire alarms, water temperature etc</p> <p>Experience of cleaning public buildings and general offices to a high standard</p> <p>Skilled in maintaining tools and equipment</p> <p>Experience of preparing rooms for events and setting up equipment.</p> <p>Experience of working within the limitations of a listed building</p> <p>Basic IT skills</p> <p>Current First Aid qualification</p> <p>Knowledge of COSHH regulations</p>
Personal Qualities	<p>Motivated to take pride in the work, to maintain the buildings to a high standard for our visitors</p> <p>Able to manage a physically demanding role</p> <p>Able to accurately follow and implement instructions</p> <p>Compassionate to the varying needs of the different visitors to the cemetery</p> <p>Approachable, adaptable, happy to help</p> <p>Able to work as part of a team and respond positively and flexibly to the needs of other team members</p> <p>Willingness to adopt and promote the values, objectives and policies of Arnos Vale Cemetery Trust</p> <p>Willingness to undertake training</p> <p>Happy to work in a cemetery</p>	