

# Job Description



## FACILITIES OPERATIVE

**Reporting to:** Site Manager

**Salary:** £22-400 - 24,000 (pa f/t) depending on experience

**Location:** On site. Ufton Court is 10 miles south of Reading.

**Closing date:** 17<sup>th</sup> July 2024 at 23:59. We will review applications on a rolling basis so may appoint prior to this date should we meet a suitable candidate. So, please apply early

**How to Apply:** Please apply early by emailing your CV and a covering letter explaining why you are the right person for the role to [recruitment@ufton.org.uk](mailto:recruitment@ufton.org.uk). If you'd rather send us a short video explaining

**About Ufton Court:** Ufton Court is an expanding outdoor education charity dedicated to enriching the lives of children through immersive experiences in history and nature. Our 44-acre site includes a Grade I Tudor manor house and a small farm, making it a unique and inspiring place to work.

**Role Overview:** We are seeking a motivated and skilled Facilities / Maintenance / caretaker person to join our hardworking Site team. This role involves maintaining our historic property, supporting our educational and wedding functions and caring for our farm animals. If you have a strong practical aptitude, excellent problem-solving skills and a passion for working in a dynamic environment, we want to hear from you.

**Job Purpose:** To ensure the effective maintenance and operation of the site's facilities, ensuring a safe, clean and efficient environment for all staff, visitors and children.

## Key Responsibilities

### 1. Maintenance and Repairs

- Perform routine inspections and maintenance of the facilities and equipment.
- Carry out basic repairs and maintenance tasks (eg plumbing, electrical, carpentry).
- Report and coordinate more complex repairs with external contractors.

### 2. Facility Management

- Assist in setting up and down of rooms and spaces for wedding, events and activities.
- Ensure all facility systems (e.g., heating, cooling, lighting) are operating efficiently.
- Manage inventory of maintenance supplies and equipment.

### 3. Caretaking

- Ensure all areas of the site are clean and well-maintained.
- Carry out cleaning duties as required, including litter picks and recycling.

### 4. Health and Safety

- Conduct regular safety checks and risk assessments.

- Ensure compliance with health and safety regulations.
- Report any potential hazards or safety concerns.

#### **5. Grounds Maintenance**

- Assist with the upkeep of outdoor areas, including gardening and landscaping tasks.
- Maintain pathways, parking areas and outdoor facilities.

#### **6. Farm**

- Assist in the upkeep and welfare of our small farm animals and their enclosures

#### **7. Team Support**

- Work collaboratively with other team members to ensure the smooth operation of the site.
- Provide support during events and activities as needed.

Please note that the responsibilities listed are not exhaustive, and this job description may evolve over time.

## **Key Skills**

### **Technical Skills**

- Basic knowledge of plumbing, electrical systems, carpentry and general repairs.
- Proficiency in using hand and power tools and with ground care equipment.

### **Physical Fitness**

- Ability to perform physically demanding tasks, including lifting and carrying heavy objects.
- Comfortable working at heights.

### **Problem-Solving**

- Strong troubleshooting and problem-solving abilities.
- Proactive approach to identifying and addressing issues.

### **Communication**

- Good verbal and written communication skills.
- Ability to work effectively within a team.

### **Health and Safety Awareness**

- Knowledge of health and safety regulations and best practices.
- Commitment to maintaining a safe working environment.

### **Experience**

- Previous experience in a facilities, maintenance or similar role is preferred but not essential.

## **Personal Attributes**

- **Dependability**
  - Reliable and punctual.
  - Strong work ethic and dedication to the role.

- **Flexibility**
  - Ability to adapt to changing priorities and demands and thrives in a busy, playful environment.
  - Willingness to undertake a variety of tasks as needed.
- **Team Player**
  - Collaborative and supportive approach to working with colleagues.
  - Positive attitude and willingness to contribute to the overall success of the team.
  - Kind and caring towards animals and children

**Equal Opportunities:** Ufton Court encourages applications from minority ethnic groups and underrepresented communities. We operate a Safer Recruitment policy and are an Equal Opportunity Employer. All offers of employment are subject to a satisfactory enhanced DBS (Disclosure and Barring Service) check and at least three references.

We work in a rural setting so you will need access to your own transport.

Onsite accommodation is available for the right candidate.

