

**Caretaker Peterborough Charteris Centre**

**Based in Peterborough**

**10 hours per week (part-time)**

**Grade fixed point 11: £21,196 FTE per annum (£5728.65 pro rata, per annum)**

**Temporary Contract initially for one year**

**Family Action Peterborough manage pre-schools across the city and work with other agencies to provide support to families.**

**We are looking for a Caretaker to work as directed by the Manager at our Charteris Centre in Normanton Road. They will carry out cleaning, minor repairs and maintenance and cover emergency call outs to the centre. Seasonal grass cutting and general garden maintenance required as needed and a responsibility for fire alarm testing. They may occasionally need to be available to open and close the centre to facilitate groups.**

**If you are well organized, have good basic DIY skills and are willing to be flexible then this could be the job for you.**

**We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organization that strives for excellence in all we do and operates with mutual respect. If you share these values and behaviours and have the necessary skills, then we look forward to hearing from you.**

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

### **What will we offer you?**

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We are happy to talk flexible working. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

**For an informal conversation about the role, please contact Julie Brudenell on 01733 893361 option 1**

**Next steps:**

- **To apply:** fill out the [Application Form](#) and email it to: [completed.application30@family-action.org.uk](mailto:completed.application30@family-action.org.uk)
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

**Closing Date:** Friday 15<sup>th</sup> December 2023 at 9.00am

Appointments are subject to satisfactory Safer Recruitment checks, including a Disclosure and Barring Service (DBS) check where appropriate to the role.

**ID: 914**

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.