



Site Caretaker



Image: Members of the Horticulture Team working at the Garden.

Equal Opportunities: Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

This position can be offered as a contract, if you are interested in applying on behalf of a company or organisation please contact us for a tender pack on: jobs@chelseaphysicgarden.co.uk.

Site Caretaker Job Description

Job Title:	Site Caretaker
Position:	Permanent Contract
Hours:	Part Time average 18 hours per week
Salary:	£11,557 (FTE £22,378)
Holidays:	Pro-rata to 33 days including 8 public holidays
Responsible to:	Visitor Experience Manager
Location based at:	Chelsea Physic Garden, 66 Royal Hospital Road, London, SW3 4HS.

About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. Together as a small, dedicated team of staff we welcome 70,000 visitors and an additional 10,000 learners a year to enjoy our Grade 1 Listed Garden.

It is an exciting time to join this charity. In 2023 we are celebrating our 350 year's on this site, having been founded in 1673. The celebratory programme will include the reopening of our historic Glasshouses after a restoration project supported by the National Lottery Heritage Fund. Looking ahead as a physic garden for the future, the Garden is planning further capital refurbishment and developments to the site.

About the Role

The Site Caretaker is an important part of the Physic Garden community. They are reliable and proactive and take pride in the presentation of the building and associated infrastructure. The Site Caretaker is approachable and a good communicator internally and externally. Although there is a planned programme of facilities and maintenance works, the nature of the buildings and the age of some of the facilities means that unplanned jobs will arise ranging from quick fixes to longer term projects.

The Site Caretaker will have good organisational skills, alongside a good knowledge of DIY, including an understanding of when a job is outside the scope of their ability and to be undertaken by a contractor. The Site Caretaker approaches all tasks in a professional manner and appoints contractors to support the delivery of works where required.

Every job is delivered in a safe and secure manner in line with organisations policies and an understanding of and ability to prepare basic method statements and risk assessments and to understand the regulations relating to COSHH will be required to maintain a safe working environment for everyone.

In this time of climate change, the Site Caretaker works in a way that prioritises sustainable practice and looks to use materials and methods that reduce our impact on the planet including in the choice of materials and methods and to reuse and recycle as much as possible.

There is a physical element to this role, including some working at height, the use of access equipment and the use of powered and hand tools. We ask that candidates are confident in their ability to undertake these aspects of the role safely and in their stamina to be active for long periods of time together with confidence to work outside in all weathers. Personal Protective Equipment will be provided.

Key deliverables include:

- The annual planned facilities and maintenance works
- Basic repairs and maintenance tasks where within knowledge and capabilities.
- To source, book and supervise contractors for larger projects as required.

Key areas of responsibility

i. Facilities & Maintenance

- To deliver the cycle of planned maintenance, repair and decoration works for the site.
- To ensure ad-hoc maintenance and repair requests are investigated and resolved promptly.
- To regularly inspect the buildings and associated infrastructure, including water, heating, lighting, and alarm systems to make sure they are in good working order.
- Take regular meeting readings and provide information as required

ii. Organisation & Delivery

- Work in an organised way, with good time management to deliver multiple projects running simultaneously.
- Seeks to solve concerns and problems with facilities and maintenance or escalate when necessary
- Regularly communicate with the Visitor Experience Manager who is responsible for onsite operations.
- Identify opportunities for suitably skilled volunteers to support facilities and maintenance repairs and improvements at CPG.

iii. Contractor Management

- Develop good working relations with current contractors and review contracts and contractors to ensure ongoing value for money through negotiation.
- Ensure that there is an adequate and up to date list of contractors and suppliers (including emergency call out provision) and those suppliers understand the conditions and constraints of working at CPG.
- Evidence up to date contractors insurance and public liability cover and exchange information, review risk assessments and method statements prior to any work commencing, monitor all contractor activity on site ensuring that safe working practices are maintained at all times;

- Liaise with colleagues to ensure any maintenance work and its impact on others is known and understood and planned so as to minimise the disruptions to others
- Be responsible for monitoring costs against quotations and ensure rigorous control of costs and confirm completion of works satisfactorily.
- Strong verbal and written communication skills for giving instructions to contractors and support workers.

iv. Creating a safe and sustainable working environment

- Ensure that all works onsite are carried out in a safe and secure manner;
- Prepare risk assessments and method statements when relevant for directly undertaken work
- Ensure that you and all suppliers work in a way that supports sustainability and the environment.
- Maintain equipment, materials, and tools so that they are stored neatly and are in good working order

Person Specification

Skills and Experience	Essential/ Desirable
Practical experience and knowledge of building maintenance	E
Basic DIY skills	E
Approachable with excellent communications skills (written and verbal)	E
Related experience in areas such as electrics, plumbing is also useful	D
Contractor management and procurement experience	D
Understanding of Climate Change and how to work in a sustainable way	D
NEBOSH or IOSHH Qualification	D
Understanding of Facilities & Maintenance at a historic site	D
Ability to work as part of a small team	D
First Aid Qualification	D
Knowledge of working in value-led organisations such as charities, or the cultural sector	D

Additional Information:

Chelsea Physic Garden is committed to being an equal opportunities employer.
Our organisational values are:

- Inclusion
- Sustainability
- Openness & Transparency
- Respect & Care
- Discovery & Enrichment

Terms and Conditions:

This is a permanent part time post. The post holder will be required to work an average of 18 hours per week but the nature of the role means that flexibility over the days and hours worked is required to meet the needs of the business. For example, a large amount of routine maintenance takes place in January, and works are often scheduled at weekends and early in the morning.

Salary: £11,557 (FTE £22,378), based on an average of 18 hours a week. Holiday is calculated on a pro rata basis based on hours against a FTE of 33 days (including statutory holidays).

The Garden operates a salary exchange pension scheme with Royal London. The equivalent contribution rates are 5% employer and 3% employee at the end of the probationary period.

The role is based at Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS.

This position can be offered as a contract, if you are interested in applying on behalf of a company or organisation please contact us for a tender pack on:

jobs@chelseaphysicgarden.co.uk.

Returning your application:

Please complete the job application form and equal opportunities form and email them to jobs@chelseaphysicgarden.co.uk

Dates:

Closing date for applications:
Sunday 26 February at
midnight

Interview: Tuesday 7 March