



Caretaker  
Job Pack

## Job Details

<b>Job Title:</b>	Caretaker
<b>Location:</b>	Headway East London, 238-240 Kingsland Road, London E2 8AX
<b>Team:</b>	Facilities
<b>Responsible to:</b>	Admin and Premises Manager
<b>Contract:</b>	Permanent
<b>Hours:</b>	16 hours/week. Working hours to be spread throughout the week over at least 3 days to be agreed with Premises Manager
<b>Salary:</b>	£23,933 FTE (£10,940.79 after pro rating)

## About Us

Headway East London ([www.headwayeastlondon.org](http://www.headwayeastlondon.org)) is a charity supporting people living with brain injury. Working across 13 London boroughs we offer specialist support and services for survivors and their families. We offer therapies, advocacy, family support and community support work alongside our day service: a community venue where people can make the most of their abilities and interests.

We also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses.

Our vision is to build a community where people with brain injury are valued, respected and able to fulfil their potential.



## About the Role

As the **Caretaker**, you will be responsible for the **repairs** and **general upkeep** of the centre and offices of Headway East London.

You will play a vital role in maintaining a welcoming, clean, and safe environment for our community. Our 627 sqm facilities host over 40 members and staff each day, providing a vibrant space for support services, creative projects, and events. Your work will ensure that our centre is not only a functional space but a place where people feel valued and cared for.

## Principal Duties and Responsibilities

1. Perform DIY repairs and redecorations to ensure the premises is kept in a satisfactory condition.
2. Update the admin team when supplies of consumables are running low, ensuring that basic supplies are always available.
3. Update the Admin and Premises Manager with any health and safety issues noted and assist them in improving health and safety in the workplace.
4. Undertake regular checks and cleaning of office equipment and furniture to ensure it is in satisfactory working order.



5. Fix minor plumbing works that may arise within the premises.
6. Undertake regular checks of the heating, lighting and alarm systems to ensure they are working properly.
7. Undertake health and safety checks on all communal areas.
8. Undertake regular maintenance of various equipment around the premises.
9. Set up and clear away furniture when required for meetings, trainings etc.

## Key Relationships – Internal and External

- Centre based staff
- Managers across services and departments
- Members

## Health & Safety/GDPR

- Comply with safe working practices as outlined in Headway East London policies and take reasonable care of your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any accidents, incidents or near misses as soon as reasonably practicable.
- Comply with GDPR guidance as outlined in Headway East London policy and report any breaches as soon as reasonably practicable.



## General

- Be aware of and adhere to Headway East London policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other departments to achieve good outcomes for our members.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the organisation.

## Other

- Apply the Headway East London values and behaviours to every aspect of the role at all times.
- Protect and enhance the interests and reputation of Headway East London internally and externally.
- Commit to the organisational principles of:
  - coproduction
  - equity, diversity and inclusion
  - sustainability



## Person Specification

Criteria	Essentials	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant DIY experience</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of Health &amp; Safety in the workplace</li> <li>• Understanding of COSHH (Control of Substances Hazardous to Health)</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of brain injury and the effects on survivors and their families</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Developed skills in undertaking DIY jobs</li> <li>• Ability to work autonomously with attention to detail and problem solve repairs</li> </ul>	<ul style="list-style-type: none"> <li>• PAT qualified or willingness to undertake training</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to the values, behaviours and principles of the organisation</li> <li>• Demonstrable commitment to working in ways which promote equity, diversity and inclusion</li> <li>• Commitment to continuous personal development</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• A sense of humour</li> <li>• This post will be based at our centre in Hackney but travel may be required across London</li> <li>• Able to work flexibly around ad hoc events</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to work with members on DIY and woodwork-based projects as they arise</li> </ul>

**Job Description and Person Specification Agreement: The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**

## To apply

The deadline to apply is 9:00 am, Wednesday 29 January 2025.

Interviews will be held on week commencing February 2025.

Please send your **Application Form** and voluntary **Equal Opportunities Monitoring Form** to [recruitment@headwayeastlondon.org](mailto:recruitment@headwayeastlondon.org)

For further information about the role and Headway East London, please contact [info@headwayeastlondon.org](mailto:info@headwayeastlondon.org) or call on **020 7749 7790**.

No agencies please.

If you have not heard from us by mid February 2025, please assume that your application has not been successful.

Headway East London is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights; they are the foundation of what we do.

We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

