Evening Caretaker

Vauxhall Community Hub, Norwich

We are looking for an enthusiastic, reliable individual with practical skills and a ‘can do’ attitude to carry out a range of caretaking duties at our Vauxhall Community Hub in central Norwich.

Salary: Up to £17,496 (£9.07 per hour) pro rata
Contract type: 10.5 hours per week - Temporary

You will be required to work evenings with late finishes.

About the role

The main purpose of the role is to ensure that premises and grounds are maintained and secure in accordance with policies and procedures.

You will need to be comfortable working on your own initiative and will be responsible for monitoring and recording checks that relate to fire safety and legionella.

A knowledge of Health and Safety and an ability to undertake DIY is preferable.

We will provide you with full DBS checks and training. No experience required. ‘Values and a willingness to learn are equally as important as experience’.

Benefits

- Comprehensive training and personal development.
- Employee wellbeing benefits.
- 20 days annual leave plus 8 recognised public holidays (pro rata).
Essential Skills

- Proven time management skills.
- Highly organised and methodical.
- Evidence of ability to successfully communicate with a range of different audiences.
- Demonstrate the ability to work on own initiative.
- Flexibility regarding working hours to accommodate the needs of the business.

We recruit on values and train on skills. We use a values-based safer recruitment process. We respect diversity and welcome your application.

About us

Independence Matters provides a range of adult social care support services across the whole of Norfolk. We support people with learning and physical disabilities, older people, people with dementia and people with mental health issues.

How to apply

Please call 01603 626014 and ask for an application pack. Completed packs should be sent to catherine.evans@independencematters.org.uk

Closing date for applications: 23rd March 2020